



Date: 2022-06-10

**REQUEST FOR QUOTATION**

Sir/Madam:

Please quote your best offer for the item/s listed below, **subject to the Terms and Conditions** provided. Submit your quotation duly signed by you or your duly authorized representative not later than **June 17, 2022, 5:00 PM** to [bacsecretariatpri@gmail.com](mailto:bacsecretariatpri@gmail.com) or send via fax or drop at PPMU box at Procurement Management Division (PMD) Office, Maligaya, Science City of Munoz, Nueva Ecija. For any clarification you may call/send through fax to **(044) 456-0650** or **BAC Secretariat no. 0999-224-8705**

**JAN KARLO D. LUCAS**  
BUYER/CANVASSER

**GLENDA D. RAVELO**  
Division Head, PMD

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Please do not leave any blank items. Indicate "0" if item being offered is for free and "NO BID" if no offer.
3. Do not alter the contents of this form in any way.
4. All technical specifications are mandatory. Fill in the column designated for technical specifications of your offer, you may specify the brand and model if applicable. Use additional sheet if needed or attach brochure.
5. Failure to follow these instructions will disqualify your quotation.
6. NEW suppliers/bidders are required to submit a photocopy/e-copy of valid Mayor's Business Permit, BIR Registration 2303, DTI/SEC/CDA Registration (whichever is applicable), valid PhilGEPs Registration Number and valid PCAB License (if applicable) together with their quotations. Please disregard if you have submitted an updated copy/ies to PMD. This shall be subjected for validation.

Procurement Project Title: Procurement of Ink and Toners  
Procurement Project No.: ALT22-05-0002T PR No.: 2022-05-0853, 2022-05-0869  
Approved Budget of the Contract: 290,333.79

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	2	piece	Toner cartridge, HP 508A CF361A Cyan Toner Cartridge			
2	2	piece	Toner cartridge, HP 508A CF362A Yellow Toner Cartridge			
3	2	piece	Toner cartridge, HP 508A CF363A Magenta Toner Cartridge			
4	2	piece	Toner cartridge, HP 508A CF360A Black Toner Cartridge			
5	1	piece	Ink, Laserjet HP 655A CF450A (Black), Original LaserJet Toner Cartridge			
6	1	piece	Ink, Laserjet HP 655A CF451A (Cyan), Original LaserJet Toner Cartridge			
7	1	piece	Ink, Laserjet HP 655A CF452A (Yellow), Original LaserJet Toner Cartridge			
8	1	piece	Ink, Laserjet HP 655A CF453A (Magenta), Original LaserJet Toner Cartridge			
9	2	piece	Ink, Laserjet HP 508A CF360A (Black), Original LaserJet Toner Cartridge			
10	2	piece	Ink, Laserjet HP 508A CF361A (Cyan), Original LaserJet Toner Cartridge			
11	2	piece	Ink, Laserjet HP 508A CF362A (yellow), Original LaserJet Toner Cartridge			
12	1	piece	Ink, Laserjet HP 508A CF363A (magenta), Original LaserJet Toner Cartridge			
13	2	piece	Toner, FujiXerox			

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





			Toner for FujiXerox DocuCentre 2058, CT201796			
14	2	piece	<b>Toner, FujiXerox</b> FujiXerox CT202873 Black Toner Cartridge for FujiXerox S2110			
15	2	piece	<b>Drum, Fuji Xerox</b> Drum for Fuji Xerox DocuCentre 2058, CT350938			
16	2	piece	<b>Drum cartridge</b> for Fuji copier FujiXerox CT351075 Drum Cartridge (68,000 Yield) for Fujixerox S2110			

**TERMS AND CONDITIONS**

Delivery Period:	30 calendar days
Place of Delivery:	<input checked="" type="radio"/> Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija <input type="radio"/> ATI Bldg, Elliptical Road, Diliman, Quezon City (Drop off/Pick-up point) <input type="radio"/> Others:
Warranty:	1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)
Payment Term:	30 calendar days

- Price Quotations must be valid for a period of 45 calendar days from the deadline of submission.
  - Price quotations shall include all taxes, duties and/or levies. Deductions of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
  - Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
  - Award of contract shall be made to the lowest quotations (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and other terms and conditions stated herein
  - In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PhilRice shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
  - Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
  - The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
  - Goods, supplies, equipment, or work done are subject to inspection/acceptance, PhilRice reserves the right to cancel, reject, or rebid the items which do not conform with the technical specifications.
  - Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed. PhilRice shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of contract, without prejudice to other courses of actions and remedies open to it.
  - The Bidder warrants that s/he has not given nor promised to give any money or gift to any PhilRice employee to secure this offer and to obtain an award.
  - The winning Bidder is required to submit a photocopy of Latest Income/Business Tax Return and original copy of Omnibus Sworn Statement prescribed by the GPPB PRIOR TO PAYMENT of the goods delivered/services rendered.
  - Payment shall be made within (30) days after 100% completion of delivery subject to submission and/or completion of supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's/Supplier's account.
- After having carefully read and accepted the Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

**PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE**

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**PhilGEPS Registration No.:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

