



REQUEST FOR QUOTATION

Date: March 6, 2025
 PR No.: IGP2025-02-006
 Fund: 163-CBO

Company Name: _____
 Address: _____
 TIN: _____
 PhilGEPS Registration No.: _____

PROCUREMENT OF TONER FOR CBO OPERATION-PHOTOCOPYING SERVICES

Project Name: SERVICES
 ABC: One Hundred Thirty Six Thousand Eight Hundred Thirty Pesos (Php136,830.00)
 Mode of Procurement: NP-Small Value Procurement (Section 53.9 of the RIRR of RA 9184)
 Mode of Evaluation: Lot Evaluation
 Delivery Period: Fifteen (15) calendar days upon of PO

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **MARCH 11, 2025** sealed in an envelope.

GEMMA G. ACEDO, Ph.D
 BAC Chairperson

After having carefully read and accepted your Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item No.	Description	QTY	UOM	BID OFFER		Remarks
				Unit Price	Total Price	
1	Toner for MP2501L	30	piece			
2	Toner for MP2014HS	15	piece			
TOTAL BID PRICE						

Signature over Printed Name

Position/Designation

Office Telephone/Mobile No.

E-mail Address

TERMS AND CONDITIONS

- Bidder shall provide correct and accurate information required in this form.
- 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.
- Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.



4. Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations submitted through electronic mail is acceptable, provided that the winning bidder shall submit original signed RFQ before issuance of Purchase Order.
6. Documentary requirements shall be attached upon submission of the quotation:
 - a. Mayor's/Business Permit**
 - b. PhilGEPS Registration Number**
 - c. Income/Business Tax Returns (for ABC's above P500K)**
 - d. Notarized Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award**
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CatSU may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.