



REQUEST FOR QUOTATION/BID FORM

Date: May 7, 2025  
PR No.: 2025-02-154 et.al.  
Fund: 164  
End-User: VARIOUS

Project Name: **PROCUREMENT OF ICT SUPPLIES FOR CATSU VARIOUS OFFICES**  
ABC: **Sixty Five Thousand One Hundred Twenty Five Pesos (Php65,125.00)**  
Mode of Procurement: **SHOPPING (Section 52.1(b) of the 2016 RIRR of RA 9184)**  
Mode of Evaluation: **Lot Evaluation**  
Delivery Period: **Fifteen (15) Calendar Days upon receipt of P.O.**

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below and submit your quotation duly signed by your representative not later than **MAY 13, 2025** sealed in an envelope.

**GEMMA G. ACEDO, Ph.D.**  
BAC Chairperson

**Note:**

- Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
- 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 to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Bidder may submit, if available, original brochure showing certifications of the product being offered.
- Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
- Documentary requirements shall be attached upon submission of the quotation:

**a. Mayor's/Business Permit**

**b. PhilGEPS Registration Certificate**

**c. Income/Business Tax Returns (for ABC's above P500K)**

**d. Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award**

Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
1	Anti-theft tablet device stand holder with spring wire and brackets	13	piece				
2	Epson L220 refill ink, black 65ml	2	bottle				
3	Epson L220 refill ink, cyan 65ml	2	bottle				
4	Epson L220 refill ink, magenta 65ml	2	bottle				
5	Epson L220 refill ink, yellow 65ml	2	bottle				
6	Epson 001 T03Y, Black (127 cm)	2	bottle				
7	Epson 001 T03Y, Cyan (127 cm)	1	bottle				
8	Epson 001 T03Y, Magenta (127 cm)	1	bottle				
9	Epson 001 T03Y, Yellow (127 cm)	1	bottle				
10	Epson L15150 Refill Ink008 Black	4	bottle				
11	Epson L15150 Refill Ink008 Cyan	2	bottle				
12	Epson L15150 Refill Ink008 Magenta	2	bottle				
13	Epson L15150 Refill Ink008 Yellow	2	bottle				
14	Epson L3110 refill ink black , 65 ml	29	bottle				
15	Epson L3110 refill ink cyan, 65 ml	16	bottle				
16	Epson L3110 refill ink magenta, 65 ml	10	bottle				
17	Epson L3110 refill ink yellow, 65 ml	9	bottle				
18	HDMI Cable, 10 meter	1	piece				
19	Mouse Pad	2	piece				
20	USB Flash drive 2GB/4GB/8GB	5	piece				
21	USB flash drive 16GB	2	piece				
22	USB flash drive 32GB	1	piece				
23	USB flash drive 64GB	3	piece				
24	Wireless bluetooth Speaker with	1	pc				
				TOTAL BID PRICE			



After having carefully read and accepted your General Conditions, I/We submit our quotation/s for the item/s above.

\_\_\_\_\_  
*Signature over Printed Name*

\_\_\_\_\_  
*Position/Designation*

\_\_\_\_\_  
*Office Mobile No. / E-mail Address*

#### **TERMS AND CONDITIONS**

1. Quotations exceeding the Approved Budget for the Contract shall be rejected.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
3. The item/s shall be delivered according to the accepted offer of the bidder.
4. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
5. 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.
6. 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.