



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



## **REQUEST FOR QUOTATION**

**Date: 14 February 2018**

**RFQ No.: 14-2018**

Name of Supplier / Company: \_\_\_\_\_

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

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM-GPPB-TSO), through its Bids and Awards Committee (BAC), intends to perform Direct Contracting in the procurement of **printer toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn** of the office. The details of this Direct Contracting is indicated in the table below:

<b>LOCATION OF SUPPLIER</b>	<b>DESCRIPTION</b>	<b>APPROVED BUDGET FOR THE CONTRACT (ABC) IN PHP</b>
<b>Metro Manila</b>	<b>Procurement of Printer Toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn</b>	<b>Php 123,000.00</b>

The Direct Contracting for procurement of printer toners will be undertaken in accordance with **Section 50** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

As such, the proprietary source or exclusive dealer is invited to submit a quotation (signed by him/her or his/her authorized representative) not later than **20 February 2018 (Tuesday) at 2:00 PM.**

A copy of **2018 Mayor's/Business Permit** is required to be submitted prior to award. Also, for this procurement of expendable supplies, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, after acceptance by the office of the delivered supplies, per Section 62.1 of the 2016 Revised IRR. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Open quotation may be submitted, manually or through facsimile or email at the address and contact numbers indicated below. For any clarification, you may contact us at telephone nos. **(02) 900-6741 local 114** or **local 119** or email address at **bacsecgppb@gppb.gov.ph**.

(Sgd.)  
**JERICKSON A. REYES**  
Procurement Officer

**BIDS AND AWARDS COMMITTEE**

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) **All Technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.**
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

PROCUREMENT PROJECT		APPROVED BUDGET FOR THE CONTRACT		
Procurement of Printer Toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn		One Hundred Twenty-Three Thousand Pesos (PhP123,000.00)		
TECHNICAL SPECIFICATIONS:	Qty.	YES	NO	REMARKS
<b>Toner Colors:</b>				
Cyan – TK5154C	<b>2</b>			
Magenta – TK5154M	<b>2</b>			
Yellow – TK5154Y	<b>2</b>			
Black – TK5154K	<b>3</b>			
<b>Toners must be presented/delivered with any proof of authenticity/genuineness from manufacturer</b>				
<b>Delivery Period :</b>				
<b>1<sup>st</sup> Delivery: 3<sup>rd</sup> Week of March</b>				
Cyan – 1 cart				
Magenta – 1 cart				
Yellow – 1 cart				
Black – 2 carts				
<b>2<sup>nd</sup> Delivery: 2<sup>nd</sup> Week of July</b>				
Cyan – 1 cart				
Magenta – 1 cart				
Yellow – 1 cart				
Black – 1 cart				
<i>Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i>				
<b><u>Payment Details:</u></b>				
Banking Institution: _____				
Account Number: _____				
Account Name : _____				
Branch: _____				

<b>YOUR QUOTATION:</b>					
<b>Summary of Approved Budget</b>			<b>Offered Quotation</b>		
<b>Procurement of Printer Toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn:</b>	<b>Qty.</b>	<b>Approved Budget for the Contract</b>	<b>Procurement of Printer Toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn:</b>	<b>Qty.</b>	<b>Total Offered Quotation</b>
Cyan - TK5154C	<b>2</b>	<b>Twenty-Eight Thousand Pesos (PhP28,000.00)</b>	Cyan - TK5154C	<b>2</b>	
Magenta - TK5154M	<b>2</b>	<b>Twenty-Eight Thousand Pesos (PhP28,000.00)</b>	Magenta - TK5154M	<b>2</b>	
Yellow - TK5154Y	<b>2</b>	<b>Twenty-Eight Thousand Pesos (PhP28,000.00)</b>	Yellow - TK5154Y	<b>2</b>	
Black - TK5154K	<b>3</b>	<b>Thirty-Nine Thousand Pesos (PhP39,000.00)</b>	Black - TK5154K	<b>3</b>	
<b>TOTAL</b>		<b>One Hundred Twenty-Three Thousand Pesos (PhP123,000.00)</b>	<b>TOTAL</b>		

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. **Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
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 GPPB-TSO shall 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.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email address/es