



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



**REQUEST FOR QUOTATION**

**Date: 24 February 2017**

**RFQ No.: 02-2017**

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

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

Name of Store/Shop: \_\_\_\_\_

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

Business Permit No.: \_\_\_\_\_

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

**PhilGEPS Registration No. (required):** \_\_\_\_\_

The **Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM-GPPB-TSO)**, through its Bids and Awards Committee, intends to procure **Printer Toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn**, which will be undertaken in accordance with Section 52.1(b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **27 February 2017, 10:00 AM**. A copy of your **Business Permit** is also required to be submitted along with your quotation/proposal.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact **Ms. Diana Lou P. Donoso** at telephone no. **(02) 900-6741 to 44** or email address at **bacsecgppb@gppb.gov.ph**.

(Sgd.)

**IVY STEPHANIE T. CALUZA**  
Procurement Officer

**BIDS AND AWARDS COMMITTEE**

Unit 2506 Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines 1605  
(+632) 900-6741 to 44 | www.gppb.gov.ph | bacsecgppb@gppb.gov.ph

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (\*) 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   |          |                         |
|---|----------|---|--|----------|-------------------------|
| <b>Printer Toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn</b>  |          |   | <b>One Hundred Twelve Thousand Pesos (PhP12,000.00)</b>                        |          |                         |
| 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>2</b> |   |  |          |                         |
| <b>Goods must be presented/delivered with any proof of authenticity/genuineness from manufacturer*</b>  |          |   |  |          |                         |
| <p><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></p> <p><b>Payment Details:</b><br/>           Banking Institution: _____<br/>           Account Number: _____<br/>           Account Name : _____<br/>           Branch: _____</p> |          |   |  |          |                         |
| <b>YOUR QUOTATION:</b>  |          |   |  |          |                         |
| Summary of Approved Budget  |          |   | Offered Quotation  |          |                         |
| Printer Toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn:  | Qty.     | Approved Budget for the Contract                        | Printer Toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn: | Qty.     | Total Offered Quotation |
| Cyan – TK5154C  | <b>2</b> | Twenty Eight Thousand Pesos (PhP28,000.00)              | Cyan – TK5154C   | <b>2</b> |                         |
| Magenta – TK5154M   | <b>2</b> | Twenty Eight Thousand Pesos (PhP28,000.00)              | Magenta – TK5154M  | <b>2</b> |                         |
| Yellow – TK5154Y  | <b>2</b> | Twenty Eight Thousand Pesos (PhP28,000.00)              | Yellow – TK5154Y   | <b>2</b> |                         |
| Black – TK5154K   | <b>2</b> | Twenty Eight Thousand Pesos (PhP28,000.00)              | Black – TK5154K  | <b>2</b> |                         |
| <b>TOTAL</b>  |          | <b>One Hundred Twelve Thousand Pesos (PhP12,000.00)</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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
- 11. After delivery and upon the submission of the required supporting documents, i.e. order slip and/or billing statement, by the contractor, the GPPB-TSO shall make payment through cash/check/Advice to Debit Account (ADA) in favor of the contractor.**  
**If paid through the ADA, 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.**
12. 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.

---

Signature over Printed Name

---

Position/Designation

---

Office Telephone No.

---

Mobile Phone No./ Fax No.

---

Email address/es