



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION (RFQ)

Date: 24 November 2017

RFQ No.: 62 - 2017

Name of Supplier / Company: PHILCOPY CORPORATION
Address: 793 J.P. RIZAL AVE., MAKATI CITY
TIN: 000-169-318-000
PhilGEPS Registration No. (required prior to award): _____

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:

Location of Supplier	Description	Approved Budget for the Contract (ABC) in PHP
Metro Manila	Procurement of printer toners compatible with existing Kyocera Laser Printer ECOSYS P6035cdn	PHP 56,000.00

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 **28 November 2017 (Tuesday) at 6:00 PM.**

A **copy** of the following is required to be submitted **prior to award**:
(a) latest **Mayor's/Business Permit**

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 the **BAC Secretariat** at telephone nos. **(02) 900-6741 local 119** or **local 117** or email address at **bacsecgppb@gppb.gov.ph**.

(Sgd.)
TASNEEM C. ABDULRAUF
Procurement Officer

Terms of Payment:

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.

Payment Details:

Banking Institution: Land Bank of The Philippines

Account Number: 1332 - 1007 - 29 (current)

Account Name: PHILCOPY CORPORATION

Branch: J.P. Rizal, Makati City