



Name of Procuring Entity:

Request for Quotation (P.R No.): **PR-2024-03-0724**

Revised on:

Date: **MAY 08 2024**

Standard Form/ Title: **REQUEST FOR QUOTATION**

Office/End-user:

COMPANY NAME:

PhilGeps No.:

ADDRESS:

TCC No:

TEL. NO./FAX NO:

TIN:

(SMALL VALUE PROCUREMENT ABOVE 50K)

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation and other requirements duly signed by your representative not later than **10:00am** of **MAY 16 2024** at the **DE's Cottage Conference Room of Bukidnon 1st DEO, DPWH, Malaybalay City**.

Please observe proper sealing and marking of bids. All envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning "DO NOT OPEN BEFORE . . . date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written
2. **Delivery period** is within **30 CB** upon receipt of the approved funded Purchase Order (P.O.).
Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reasons.
3. **Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty:
Expandable Supplies (consumed in used within 1 year like fuel, spareparts and etc.)
Non-Expandable Supplies (serviceable in more than one (1) year like furniture, fixtures and etc.)
IT Equipments (computers, printers and etc.)

CATHERINE C. BUTHEN
Engineer III
BAC Chairperson

**-3 MONTHS
-1 YEAR
-3 YEARS**

4. **Price validity** shall be for a period of sixty (60) calendar days.
5. PhilGeps Registration , Mayor's Permit , DTI , Income/Business Tax Return, Tax Clearance Certificate and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures showing certifications of the product , if applicable
7. Please indicate the "**BRAND NAME/MODEL**" for each items being offered
8. The approved budget ceiling (**ABC**) for this procurement is **PHP 189,840.00**
9. The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items, otherwise they will be subjected for disqualification.
10. For **FUEL**, Unit price may change subject for fluctuation of current pump price upon withdrawal of fuel.
11. Supplier must have an official store/registered establishment - Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submit along with their quotation.

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	OPT-XC2022K Black	4	pcs		
2	OPT-XC2022C Cyan	4	pcs		
3	OPT - XC2022M Magenta	4	pcs		
4	OPT-XC2022Y Yellow	4	pcs		
	xxxxx-nothing follows-xxxxx				
	FREE USE OF 2 UNIT LASER JET PRINTER				
	Type:A3 - Color Multifunction w/ ADF (Printer/Scan/Copy); Print Speed: 20ppm black & color; Resolution: 1200x2400 dpi; memory: 1GB; Duty Cycle: 25000 pages per month; Connectivity: Network 10/100/1000/USB2.0; Added Function: Auto Duplex, Secure Printing, Job Accounting, Scan to PC/USB/Network, Mobile Printing. (w/ Drum Kit - Free)				
	Includes:				
	*FREE Servicing & Maintenance (including parts)				
	*FREE Network Configuration				
	*Comprehensive user/Operator Training				
	*Maintenance every 15th & 30th of the month				
	*On call service and maintenance anytime				
	*Toner Cartridge must be under ISO Certified				
	TOTAL				

Purpose: Supply and Delivery of Toner Cartridge FUJI DDOCUCENTRE SC 2022 Printer for use in the Procurement Unit, DPWH Buk. 1st DEO, Malaybalay City.

Brand and Model:

Warranty:

Price Validity:

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that concur with the Terms and Conditions specified by DPWH.

