



Republic of the Philippines
Province of Pampanga

Bids and Awards Committee

Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

JUL 11 2024

RFQ No. **240681**

P.R. No. / Date / End User / Purpose:

(24-3675 7/2/2024 PGSO Consolidated Toner & Ink Supplies for Various Offices for three (3) months)

REQUEST FOR QUOTATION

Small Value Procurement

Company Name: _____

Address: _____

Tel. No.: _____

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than **4:00 p.m. JUL 16 2024**

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 94,486.96

FRANCIS V. MASLOG
VICE-CHAIRPERSON
Bids and Awards Committee

TERMS AND CONDITIONS

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPs Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPs Registration Number, the PhilGEPs Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration and latest quarterly return or percentage tax..
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	7	Cartridges	Copy Printer Ink DX2430M		
2	2	Cartridges	Copy Printer Ink, Black CPI10 for 6123cp		
3	4	rolls	Copy Printer Master DX2430M		
4	10	pieces	TONER, Black Model MP 2501L		
5	2	pieces	TONER, for Digital Copier MP2001L		
6	12	Cartridges	TONER, MP2014D/MP2014H		
			TERMS OF REFERENCE: 1. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the items being offered by prospective supplier/s.		

		Unit	Item Description	Unit Price	Total Price
			AFTER SALES SERVICE: 1. Ink expiration must be at least eighteen (18) months from the date of delivery. 2. Replacement of defective items within 24 hours upon notification by the end-user.		
			SCHEDULE OF REQUIREMENTS: Delivery within ten (10) days upon receipt of PO/NOA		

Total Lot Price

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

 Supplier's authorized representative signature over printed name
 Designation: _____
 Contact No.: _____
 Email Address.: _____

 BAC CANVASSER

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