



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. 10
Carmen, Cagayan de Oro City

REQUEST FOR QUOTATION

Date : January 17, 2021

RFQ No. : 2021-02-004

Name of Supplier/Company : _____
Supplier's Address : _____
Taxpayer Identification Number (TIN) : _____
PhilGEPS Registration Number (required) : _____

The Commission on Audit, Regional Office No. 10, Cagayan de Oro City, through its Bids and Awards Committee (BAC) intends to perform Small Value Procurement in the procurement of item(s) stipulated below:

Project : Supply of ink, toners and printers for COA Regional Office No. 10

Location : COA Regional Office 10, Carmen, Cagayan de Oro City

Approved Budget for the Contract (ABC) : Php 364,300.00

Submit your duly signed quotation in a sealed envelop not later than the set deadline together with the required documents stipulated in the Terms and Conditions of this Request for Quotation.

ROGELIO M. TERO

Chairman, Bids and Awards Committee

Terms and Conditions:

1. Quotation submission deadline : March 2, 2021, 2:00pm
2. Quotation opening date & time : March 2, 2021, 2:00pm
3. Place of quotation opening : COA R10 - GSU Office, Carmen, CDOC
4. Place of delivery/installation : COA R10 - GSU Office, Carmen, CDOC
5. Delivery period/duration : within 15 days from receipt of Notice to Proceed
6. Price validity period : 30 calendar days
7. Supplier/Contractor shall submit the following documents together with this Request for Quotation:
(1) Mayor's/Business Permit (3) PhilGEPS Registration Number
(2) Income Tax Return
8. Suppliers/Bidders shall provide correct and accurate information required in this form;
9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or any of its duly authorized representative(s);
10. Price quotation(s), to be denominated in Philippine peso shall be inclusive of tax for materials & supplies;
11. Quotations exceeding the Approved Budget for the Contract shall be rejected instantaneously;
12. Purchase Order/Contract shall be awarded to the lowest quotation which complies with the minimum technical specifications, submission of the documents received in item #7 above and other terms and conditions stated herein;
13. Delivered items are subject to inspection with payment processing to commence only after acceptance by COA-General Services Unit;
14. Payment shall be made after delivery and upon submission of the required supporting documents, i.e., order slip and/or billing statement by the supplier/contractor. Terms of payment is within 14 to 28 calendar days from the date of acceptance; and
15. 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 COA Region 10 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.

After having carefully read and accepted the terms and conditions, I/We submit our quotation/s for the item/s as follows:

Schedule	Qty	Unit	Item Description	ABC	Unit Cost	Total Cost
1st Quarter	25	bottle	Printer Ink (Black)	9,750.00		
	15	bottle	Printer Ink (Cyan)	5,850.00		
	15	bottle	Printer Ink (Yellow)	5,850.00		
	15	bottle	Printer Ink (Magenta)	5,850.00		
	50	cartridge	Toner (Black)	70,000.00		
2nd Quarter	20	bottle	Printer Ink (Black)	7,800.00		
	15	bottle	Printer Ink (Cyan)	5,850.00		
	15	bottle	Printer Ink (Yellow)	5,850.00		
	15	bottle	Printer Ink (Magenta)	5,850.00		
	45	cartridge	Toner (Black)	63,000.00		
3rd Quarter	25	bottle	Printer Ink (Black)	9,750.00		
	15	bottle	Printer Ink (Cyan)	5,850.00		
	15	bottle	Printer Ink (Yellow)	5,850.00		
	15	bottle	Printer Ink (Magenta)	5,850.00		
	45	cartridge	Toner (Black)	63,000.00		
4th	20	bottle	Printer Ink	7,800.00		
	15	bottle	Printer Ink	5,850.00		
	15	bottle	Printer Ink	5,850.00		
	15	bottle	Printer Ink	5,850.00		
	45	cartridge	Toner (Black)	63,000.00		
Total ABC				364,300.00		
Terms and Conditions:						
1	Free use of 15 units brand new colored printer Printer Specifications: a. 4in1 (Print/Copy/Scan/Fax) b. 100 Sheets paper capacity c. USB cable/wi-fi connectivity					
2	Free use of 40 units brand new laser printer Printer Specifications: a. Printer Type: Laser Print, Copy & Scan b. Paper Type: Plain and Recycled Paper c. paper size: A4, letter, Executive, Legal d. print Speed: Up to 30 pages/minute e. Inclusive of printer networking					
3	Contract Duration: March 2021 to February 2022 (Contract duration may be extended beyond 1 year period subject to the availability of ink supply per inventory)					

4	The Supplier shall provide FREE repair and maintenance services, printing set-up, technical support & parts replacement to all the printing units without any cost from COA. Repair and maintenance shall be from Monday to Friday only – 8:00am to 5:00pm, excluding holidays.			
5	The Supplier shall take necessary effort to provide the service maintenance promptly. Should the printing units found to be out of order, the Supplier must check and repair the units immediately. If the problem is not resolved within 4 hours, the Supplier shall deploy a printing service unit as a temporary replacement; and			
6	COA is not precluded to request for additional printing unit(s) as the need arises.			

Signature over Printed Name

Position/Designation

Mobile No./Telephone Number

Date