



Republic of the Philippines  
**COMMISSION ON AUDIT**

Regional Office No. X  
Cagayan de Oro City

## REQUEST FOR QUOTATION

Date : September 30, 2021  
RFQ No. : 2021-09-031

Name of Company/Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Taxpayer Identification No. (TIN): \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Commission on Audit, Regional Office No. 10, Cagayan de Oro City, through its Bids and Awards Committee (BAC) intends to undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 IRR of RA 9184 for the procurement of item(s) stipulated below:

Subject: Procurement of Various ICT Supplies and Equipment  
Location: COA Regional Office 10, Carmen, Cagayan de Oro City  
Approved Budget for the Contract : ₱ 525,360.00

Please quote your **best offer** for **any or all items** described herein. 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**  
Chairperson, Bids and Awards Committee

### TERMS AND CONDITIONS:

1. Quotation Submission Deadline: Tuesday, 12 October 2021
2. Quotation Opening Date & Time: October 12, 2021, 2:00 PM
3. Place of Quotation Opening: COA R10, Carmen, Cagayan de Oro City
4. Place of Delivery: COA R10, Carmen, Cagayan de Oro City
5. Delivery Period/Duration: 15 Calendar Days from Receipt of NTP
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 Certificate and  
(2) Income Tax Return (4) Omnibus Sworn Statement
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 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:

No.	Qty	Unit	Item Description	ABC	Supplier's Offer		
					Brand	Unit Cost	Total Cost
1	10	units	SMARTPHONE, Android Minimum specifications: OS: Android 11 or equivalent Processor: Snapdragon 700 RAM: 6GB Memory: 64GB Camera: 64MP (Main), 12MP (Front)	200,000.00			
2	25	pairs	Anti-static Gloves, anti-skid, electronics working gloves, grey	3,750.00			
3	10	units	UPS,600VA, 350W, Vin=170-280Vac, Vout=230Vac, 1USB port interface, Type A electrical outlet	35,000.00			
4	4	units	TONER for HP LaserJet Pro M402n, 1,500pages	24,000.00			
5	2	units	TONER for HP LaserJet Pro MFP M435NW, 1,500pages	29,000.00			
6	1	set	PRINTER, Laserjet Minimum specifications: Multi-Functional Printer (MFP), Automatic document feeder (ADF), Copy, scan, print and fax, with network & mobile printing capability, Gigabit ethernet Walk Up USB printing (no computer required) others: bundle with 3 Toner, 1,500pages	70,000.00			
7	2	units	Conference Microphone Omnidirectional USB Speakerphone Noise reduction, echo cancelling, high power	8,000.00			
8	20	pcs	EXTERNAL HARD DISK, 1TB, server backup	80,000.00			
9	10	pcs	FLASH DRIVE, USB, 128Gb	15,000.00			
10	3	pcs	MICRO SD Card, 128Gb, UHS-1, U3	4,500.00			
11	5	pcs	SD Card, 128Gb, UHS-1, U3	7,500.00			
12	3	units	Flashlight, LED, rechargeable, USB, long lasting	2,310.00			
13	2	units	PAPER SHREDDER, Heavy Duty 18L volume	30,000.00			
14	2	pcs	Battery, 9V	300.00			
15	1	set	Soundrock BM800 with v8 soundcard, with USB cables, Condenser Microphone, pop filter, shock mount scissor microphone stand	4,000.00			
16	1	unit	TRIPOD, full size, heavy duty, with accessories for smartphone and videocam attachment	2,000.00			
17	20	units	HDMI to HDMI Cable, 60Hz, 3m	10,000.00			
<b>Total ABC</b>				<b>₱ 525,360.00</b>			

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Mobile No./Telephone No.

\_\_\_\_\_  
Date