



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. X
Cagayan de Oro City

REQUEST FOR QUOTATION

Date : December 14, 2021
RFQ No. : 2021-12-038

Name of Company/Business: _____
Address: _____
Taxpayer Identification No.: _____
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
ABC: ₱ 116,000.00

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: Monday, 20 December 2021
2. Quotation Opening Date & Time: December 20, 2021, 10:00 AM
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
 - (2) Income Tax Return (for ABC > P500,000)
 - (3) PhilGEPS Number only
 - (4) Omnibus Sworn Statement (for ABC > P50,000) - to be required upon award of the contract.
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	4	units	TONER for HP LaserJet Pro M402n, 1,500pages	28,000.00			
2	1	set	PRINTER, Laserjet Monochrome Minimum specifications: Multi-Functional Printer (MFP), Automatic document feeder (ADF), Gigabit ethernet ADDITIONAL: 2 Toner Cartridges, 1,500 pages	80,000.00			
3	20	units	HDMI to HDMI Cable, 60Hz, 3m	6,000.00			
4	1	unit	TRIPOD, full size, heavy duty, with accessories for smartphone and videocam attachment	2,000.00			
Total ABC				₱ 116,000.00			

Signature Over Printed Name

Position/Designation

Mobile No./Telephone No.

Date