



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0005

CANVASS PERIOD: 15 to 18 January 2024

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT SUPPLY AND DELIVERY OF HP LASERJET M175NW TONERS AND IMAGING DRUMS, AND HP LASERJET PRO 200 COLOR MFPM276NW TONERS.**

Attached is Purchase Request No. 24-0005 with an Approved Budget for the Contract (ABC) of Four Hundred Ninety-Three Thousand Pesos Only (₱493,000.00). Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to procurement@gcg.gov.ph with subject name: ***“Submission for the procurement of One (1) Lot Supply and Delivery of HP LaserJet M175NW Toners and Imaging Drums, and HP LaserJet Pro 200 Color MFPM276NW Toners.”***

On the other hand, **all physical submissions must be labeled and addressed:**

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of <i>ONE (1) LOT SUPPLY AND DELIVERY OF HP LASERJET M175NW TONERS AND IMAGING DRUMS, AND HP LASERJET PRO 200 COLOR MFPM276NW TONERS.</i>

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit or 2023 Mayor's/Business Permit together with the official receipt as proof that the prospective bidder has applied for renewal;
2. PhilGEPS Certificate of Registration or Registration Number; and



3.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider

4. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 18 January 2024, 2:00pm** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: procurement@gcg.gov.ph.

Thank you.

QUOTATION FORM

INSTRUCTIONS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Failure to follow these instructions will disqualify your entire quotation.

AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:

ONE (1) LOT SUPPLY AND DELIVERY OF HP LASERJET M175NW TONERS AND IMAGING DRUMS, AND HP LASERJET PRO 200 COLOR MFPM276NW TONERS. (PERIOD OF CANVASS: 15 TO 18 JANUARY 2024)			
Technical Specifications:	Yes	No	Comments
One (1) Lot Supply and Delivery of HP LaserJet M175NW Toners and Imaging Drums, and HP LaserJet Pro 200 Color MFPM276NW Toners.			
HP LaserJet M175NW Toners and Imaging Drums			
1. Twenty (20) Cartridge of HP CE310A Black			
2. Twenty (20) Cartridge of HP CE311A Cyan			
3. Twenty (20) Cartridge of HP CE312A Yellow			
4. Twenty (20) Cartridge of HP CE313A Magenta			
5. Ten (10) Cartridge units of CE314A Laserjet Imaging Drum			
HP LaserJet Pro 200 Color MFPM276NW			
6. Four (4) Cartridge of HP CF210A Black			
7. Four (4) Cartridge of HP CF211A Cyan			
8. Four (4) Cartridge of HP CF212A Yellow			
9. Four (4) Cartridge of HP CF213A Magenta			
TERMS			
1. All Items must be genuine toners and imaging drums			
2. All items should be delivered withing fifteen (15) working days upon receipt of Purchase Order.			
3. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Four Hundred Ninety-Three Thousand Pesos Only (P493,000.00).	In Words: _____ _____ _____ In Figures: _____ _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

Signature over Printed Name of Authorized
Representative

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es