



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 21-0014**

**CANVASS PERIOD: 01 to 04 June 2021<sup>1</sup>**

**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 **Supply and Delivery of HP Toners**.

Attached is Purchase Request No. 21-0014 with an Approved Budget for the Contract (ABC) of Seventy-Five Thousand Pesos Only (PHP 75,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b><i>SUPPLY AND DELIVERY OF HP TONERS.</i></b>

The submission must likewise contain the following documentary requirements:

1. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;
2. PhilGEPS Certificate of Registration or Registration Number; and
- 3.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Notarized Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider;

<sup>1</sup> The detailed procedures for *Negotiated Procurement – Shopping* under Section 52.1 (b.), Annex “H” of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 states, The deadline for submission may be extended thrice, if none or less than the required number of quotations are received.

	and, a.2.) Securities and Exchange Commission (SEC) Certificate.
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself
c.) A Partnership	c.1.) SEC Registration of partnership and notarized resolution conferring authority for representative to transact on behalf of the same

Failure to submit **ALL** of the required documents with the **Signed Quotation Form** **before the deadline on 04 June 2021, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: [procurement@gcg.gov.ph](mailto: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:

<b>SUPPLY AND DELIVERY OF HP TONERS (PERIOD OF CANVASS: 01 TO 04 JUNE 2021)</b>			
<b>Technical Specifications</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. 5 pcs HP CE310A (Black)			
2. 5 pcs HP CE311A (Cyan)			
3. 5 pcs HP CE312A (Yellow)			
4. 5 pcs HP CE313A (Magenta)			

**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).

<b>SUPPLY AND DELIVERY OF HP TONERS (PERIOD OF CANVASS: 01 TO 04 JUNE 2021)</b>		
<b><u>LINE ITEM SPECIFICATION</u></b>	<b>APPROVED BUDGET FOR THE LINE ITEM (TOTAL COST)</b>	<b>OFFERED QUOTATION [≥ TO APPROVED LINE ITEM BUDGET]</b>
1. 5 Pcs HP CE310A (BLACK)	<b>₱ 15,000.00</b>	
2. 5 PCS HP CE311A (CYAN)	<b>₱20,000.00</b>	
3. 5 PCS HP CE312A (YELLOW)	<b>₱ 20,000.00</b>	
4. 5 PCS HP CE313A (MAGENTA)	<b>₱ 20,000.00</b>	

<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]</b>
Seventy-Five Thousand Pesos Only <b>(₱ 75,000.00)</b>	

**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.

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Signature over Printed Name

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Position/Designation

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Office Telephone /Fax/Mobile Nos

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Email address/es