

PHILIPPINE PORTS AUTHORITY

PMO - Eastern Leyte/Samar

Port Area, Tacloban City

Tel. No. (053) 321-8057, 321-4152

Bids and Awards Committee - Procurement of Goods and Consultancy Services & Engineering Projects (BAC-PGCS/EP)

REQUEST FOR QUOTATION

RFQ for P.R. No.:	TAC-3623-20	P.R. Date: July 17, 2020
Date Of Quotation:	July 23, 2020	Revised on: January 23, 2020
Project/Title:	Computer Toner Cartridge	
Office/End-User:	Admin, PPA PMO-Eastern Leyte/Samar	

Please read the Terms and Conditions of this Request for Price Quotation (RFQ) and quote your lowest price on the item/s listed below. Submit this RFQ, duly signed and sealed, to the BAC-PGCS/EP Secretariat not later than **12:00 noon of July 30, 2020**. OPENING OF BIDS shall follow at **2:00 p.m.** on the same day at PPA, PMO-Eastern Leyte/Samar, Conference Room, Port Area, Tacloban City.

ITEM NO.	ITEM/S & SPECIFICATION	QTY	UNIT	AGENCY CANVASSED PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Toner Cartridge, OPT-413A, Magenta	7	PC	4,980.00	34,860.00		
2	Toner Cartridge, OPT-412A, Yellow	7	PC	4,980.00	34,860.00		
3	Toner Cartridge, PC210	15	PC	2,980.00	44,700.00		
4	Toner Cartridge, OPT-F410A, Black	15	PC	3,880.00	58,200.00		
5	Toner Cartridge, OPT-F411A, Cyan	7	PC	4,980.00	34,860.00		
	X-X-X-X-X						
				TOTAL ABC Php	207,480.00	BIDDER'S TOTAL QUOTATION Php	

NOTE: **For the maintenance of Computers in the Baseport and Terminal Ports, PMO-ELS**

PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE

COMPANY NAME: _____

ADDRESS: _____

CONTACT NO.: _____

TERMS AND CONDITIONS

Shopping

- Fill-up all entries legibly; typewritten or handwritten.
- Submit the photocopy of the following documents prior to payment:
 - Mayor's Business Permit - 2020
 - PhilGEPS Certificate of Registration
- Quote on all items specifying the unit cost for each item, the total cost, and the total price quotation.
- Any alteration, erasures or overwriting shall be valid only if they are signed or initialed by the bidder.
- Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "Failed" under the "Pass/Fail" criterion in Rule IX Section 30.1 of the 2016 Revised IRR of RA 9184.
- The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation**.
- Deliver the goods within **fifteen (15) calendar days** from receipt of the Purchase Order (P.O.); otherwise, you must pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the goods to be delivered for every day of delay.
- Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.
- Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
- The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract under Section 41 of the Revised IRR of RA 9184.
- The pertinent provisions of RA 9184 and its Revised IRR shall govern other matters not expressly mentioned herein.



ATTY. GLENN S. LAGUNAY
Chairperson, BAC-PGCS/EP