



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

BIDS AND AWARDS COMMITTEE – II

Project:	PRINTER INKS AND CARTRIDGES	Date:	01/26/2021
PR No.:	2021-01-0013	Quotation Number	2021-01-0004
Approved Budget: for the Contract	TWO HUNDRED SIXTY THREE THOUSAND FIVE HUNDRED PESOS (P263,500.00)	Mode of Procurement:	SHOPPING B

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **02 FEBRUARY 2021** at **10:00 AM** at the New Executive Bldg., JP Laurel St., San Miguel Manila, or through e-mail via psu.pcoo@gmail.com.

- General Conditions:**
- 1. Suppliers shall submit their quotations using this Prescribed Form. Failure to do so shall be render the quotation unresponsive.
 - 2. Delivery period within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
 - 3. Payment will be on a **SEND BILL ARRANGEMENT**; i.e. full payment will be made after the completion of the event or delivery of the service.
 - 4. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
 - 5. Price validity shall be for a period of sixty (60) calendar days.
 - 6. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES**.
 - 7. **Suppliers shall submit the following updated documents together with this Request for Quotation Form or submission offer prior to the indicated deadline of submission:**
 - ✓ Mayor's / Business Permit
 - ✓ PhilGEPS Registration Number
 - Income/Tax Return
 - ✓ Omnibus Sworn Statement
 - Professional License/Curriculum Vitae (*for Consulting Services*)
 - ✓ BIR Form 2303 (Certificate of Registration)

Company Name	:	_____	TIN No	:	_____
Address	:	_____	Contact No.	:	_____
Email	:	_____			
Representative	:	_____			

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	PRINTER INKS AND CARTRIDGES				
	Printer Ink Canon for iP110 Black	100			
	Cannon 35 (PGI-35 Black)	50			
	Cannon 35 (CLI 36 Color)				
	Printer Ink for HP Office Jet 7612 Set				
	HP 932XL Black	10			
	HP 933XL Cyan	10			
	HP 933XL Magenta	10			
	HP 933XL Yellow	10			
	Printer Ink for HP Laser Jet Print Cartridge (85A) - CE285A	20			
	****Nothing follows****				
	TOTAL AMOUNT				P _____

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

Printed Name / Signature

Date