



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

**BIDS AND AWARDS COMMITTEE – II**

Project:	<b>CONSUMABLES (PRINTER INKS AND TONERS)</b>	Date:	<b>02/08/2021</b>
PR No.:	<b>2021-01-0036</b>	Quotation Number	<b>2021-02-0013</b>
Approved Budget: for the Contract	<b>FOUR HUNDRED EIGHTY-FIVE THOUSAND EIGHT HUNDRED PESOS (P485,800.00)</b>	Mode of Procurement:	<b>SMALL VALUE PROCUREMENT</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 **15 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](mailto:psu.pcoo@gmail.com).

**General Conditions:**

- Suppliers shall submit their quotations using this Prescribed Form. Failure to do so shall render the quotation unresponsive.
- Delivery period within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
- 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.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES**.
- 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 : \_\_\_\_\_  
Address : \_\_\_\_\_  
Email : \_\_\_\_\_  
Representative : \_\_\_\_\_  
TIN No : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	<b>CONSUMABLES (PRINTER INKS AND TONERS)</b>				
	Ink Cartridge, Canon PGI-810 (black)	<b>130</b>	<b>cart</b>		
	Ink Cartridge, Canon CLI-811 (colored)	<b>50</b>	<b>cart</b>		
	Ink Cartridge, HP 678 (black)	<b>100</b>	<b>cart</b>		
	Ink Cartridge, HP 680 (black)	<b>90</b>	<b>cart</b>		
	Ink Cartridge, HP 680 (colored)	<b>40</b>	<b>cart</b>		
	Drum Cartridge, HP CF219A (HP19A)	<b>2</b>	<b>cart</b>		
	<b>LASERJET IMAGING DRUM</b>		<b>cart</b>		
	Toner Cartridge, HP CB435A (HP35A)	<b>4</b>	<b>cart</b>		
	Toner Cartridge, HP CE285A (HP85A)	<b>30</b>	<b>cart</b>		
	Toner Cartridge, HP CF217A (HP17A)	<b>3</b>	<b>cart</b>		



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	Toner Cartridge, HP Q2612A (HP12A)	3	cart		
	Toner Cartridge, Samsung MLT-D101S	2	cart		
	<b>TOTAL AMOUNT</b>				<b>P</b> _____

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date