

**PHILIPPINE PORTS AUTHORITY**

PMO - Eastern Leyte/Samar

Port Area, Tacloban City

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

Email Add: esd\_pmoels@yahoo.com

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

**REQUEST FOR QUOTATION**

RFQ for P.R. No.:	TAC-3770-21	P.R. Date: April 05, 2021
Date Of Quotation:	April 21, 2021	Revised on: January 23, 2020
Project/Title:	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 April 26, 2021**. **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-79A (Black) for HP Laserjet, M12W Printer	20	PC	2,400.00	48,000.00		
2	Toner Cartridge, PC-210 for Pantum, M6600NW, Multifunction Printer (P/S/C/F)	20	PC	2,980.00	59,600.00		
3	Toner Cartridge, OPT-F413A (Magenta) for HP Color Laserjet, Pro 400, M477FNW, Multifunction Printer (P/S/C/F)	8	PC	4,980.00	39,840.00		
4	Toner Cartridge, OPT-F412A (Yellow) for HP Color Laserjet, Pro 400, M477FNW, Multifunction Printer (P/S/C/F)	8	PC	4,980.00	39,840.00		
5	Toner Cartridge, OPT-310A (Black) for HP Laserjet, Pro CP1025 Printer	5	PC	2,300.00	11,500.00		
6	Toner Cartridge, OPT-F410A (Black) for HP Color Laserjet, Pro 400, M477FNW, Multifunction Printer (P/S/C/F)	8	PC	3,880.00	31,040.00		
7	Toner Cartridge, OPT-313A (Red) for HP Laserjet, Pro CP1025 Printer	3	PC	2,500.00	7,500.00		
8	Toner Cartridge, OPT-312A (Yellow) for HP Laserjet, Pro CP1025 Printer	3	PC	2,500.00	7,500.00		
9	Toner Cartridge, OPT-311A (Cyan) for HP Laserjet, Pro CP1025 Printer	3	PC	2,500.00	7,500.00		
10	Toner Cartridge, OPT-F411A (Cyan) for HP Color Laserjet, Pro 400, M477FNW, Multifunction Printer (P/S/C/F)	8	PC	4,980.00	39,840.00		
	X-X-X-X-X						

NOTE: For use in the Baseport of PMO-ELS. _____ _____ _____	TOTAL ABC		292,160.00	BIDDER'S TOTAL	
	Php			QUOTATION	Php

PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_

**TERMS AND CONDITIONS**

**Shopping**

1. Fill-up all entries legibly; typewritten or handwritten.
2. Submit the photocopy of the following documents prior to payment:
  - a. Mayor's Business Permit - 2020
  - b. PhilGEPS Certificate of Registration

3. Quote on all items specifying the **unit cost for each item, the total cost, and the total price quotation.**
4. Any **alteration, erasures or overwriting** shall be valid only if they are **signed** or initialed by the bidder.
5. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as **"Failed"** under the **"Pass/Fail"**
6. The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation.**
7. Deliver the goods within **twenty (20) calendar days** from receipt of the Purchase Order (P.O.); otherwise, you must pay liquidated
8. Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.
9. Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
10. 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.
11. 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