



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Floor MWSS Administration Building, Katipunan Avenue
Balara, Quezon City
Tel. Nos 927-0030 / 920-7477 • Fax No. 436-4405
www.ogcc.gov.ph

REQUEST FOR QUOTATION FOR:

Toner Cart, HP CB435A, Black; Toner Cart, HP CE285A (HP85A), Black;
Toner Cart, HP CB543A, Magenta; & Ink Cart, HP CC643WA, (HP60), Tri-Color

RFQ No. : 2019-08-006
Date: 7 August 2019

To Whom It May Concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than 14 August 2019 at 5:00 p.m. to the address listed above.

PLEASE QUOTE: PER LOT

ITEM No	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT COST	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	UNIT PRICE	AMOUNT
	Toner Cart, HP CB435A, Black	30	2,857.92	1 (One) Lot			
	Toner Cart, HP CE285A (HP85A), Black	30	2,953.60				
	Toner Cart, HP CB543A, Magenta	1	3,300.00				
	Ink Cart, HP CC643WA, (HP60), Tri-Color	2	766.48				
	• Please see attached						
					P179,178.56		

SUPPLIER'S CERTIFICATION

Date: _____

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the Notice of Award.

Print Name & Signature of
Authorized Representative

Company Tel/Fax/Mobile No.

Company Tax Identification No. (TIN)



I. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. Bidders must submit certificate of PHILGEPS Registration ; or
3. Bidders must submit necessary business permits (SEC, LGU, DTI , CDA, etc.);
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name/Trade Name

Address

RFQ No.

PHILGEPS Reference No.

5. Delivery period must be at least within seven (7) calendar days upon receipt of the Notice of Award.
6. The items must be delivered at the address below:

Supply Section

Office of the Government Corporate Counsel

3/F MWSS Bldg., Katipunan Road

Balara, Quezon City

7. All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
9. Payment shall be prepared through Disbursement Voucher (DV) upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
10. Failure to comply with these conditions shall mean disqualification of your bid proposal/quotation.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 436-3773 or e-mail at rgtejano.ogcc@gmail.com. Please deliver you quotation to the address below:

Bids and Awards Committee Secretariat

Supply Section

Office of the Government Corporate Counsel

3/F MWSS Bldg., Katipunan Road

Balara, Quezon City

DOMINADOR R. ISIDORO, JR.

*Assistant Government Corporate Counsel
Chairperson, OGCC-Bids and Awards Committee*