



## REQUEST FOR QUOTATION

### SUPPLY AND DELIVERY OF VARIOUS INKS FOR THE PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT

**GSD-090-24 (Shopping)**

**Sir/Madam:**

Please quote your best proposal for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

**Accomplish and submit all forms attached (Annex A).**

LOT NO.	ITEM NO.	QUANTITY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	
				Unit Price	Total Amount
1	1	120 bottles	Epson 008 (Black)	₱700.00	₱84,000.00
	2	96 bottles	Epson 008 (Cyan)	₱600.00	₱57,600.00
	3	96 bottles	Epson 008 (Magenta)	₱600.00	₱57,600.00
	4	96 bottles	Epson 008 (Yellow)	₱600.00	₱57,600.00
<b>TOTAL ABC:</b>				<b>₱256,800.00</b>	

*\*The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

The quotation duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **13 November 2024; 10:00 AM** at the address indicated below:

<b>Mr. CHRISTIAN JUDE P. QUIAZON</b> Secretariat, General Services Division 2 <sup>nd</sup> Floor, PS-DBM Complex Procurement Service-PhilGEPS Cristobal Street, Paco, Manila <a href="mailto:gsdsecretariat@ps-philgeps.gov.ph">gsdsecretariat@ps-philgeps.gov.ph</a>
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**Only one (1) set of documents certified to be true copies of the original shall be required.** The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Quotations and other documents required **may either be submitted manually** at *2<sup>nd</sup> Floor Lobby Procurement Service Building General Services Division* **OR electronically** to [gsdsecretariat@ps-philgeps.gov.ph](mailto:gsdsecretariat@ps-philgeps.gov.ph), on or before the deadline of submission as stated in this RFQ. **In case of electronic submission, the proposal shall be in a password-protected compressed archive folder. The passwords for accessing the file will be disclosed by the bidders only during the actual bid opening.**

**Unsealed or unmarked bid envelopes, or in case of electronic bid submission, proposals not in compressed archive folders and are not password-protected, SHALL BE REJECTED.** However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The GSD-PC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

**(SGD.)**  
**ABIGAIL ANN O. ALICDAN-ESPERE**  
*Head, GSD-PC*

*To expedite the evaluation, we encourage participating bidders to submit the following documents on or before the deadline for submission:*

<b>No</b>	<b>Requirements</b>	<b>Instruction</b>
1	<i>Annex "A" Bid / Price Quotation Form</i>	<i>Must indicate the unit and total price.</i> <i>Must indicate the required information.</i> <i>Must be duly signed by the authorized representative.</i>
2	<i>Mayor's Permit for the year 2024</i>	<i>Must be valid for the year 2024</i>

3	<i>PhilGEPS Registration Number</i>	<i>Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)</i>
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*PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 2 and 3.*

*If **Item Nos. 2 and 3** are not submitted during the deadline for submission, such documents shall be submitted during evaluation of offers upon receipt of notice from the GSD Secretariat requiring such submission.*

## TERMS AND CONDITIONS:

1. Quotations exceeding the ABC or submitted beyond the deadline shall be rejected.
2. Price quotation/s — to be denominated in Philippine peso — shall include all taxes, duties, and/or applicable discounts, if any.
3. The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions. If a different form is used other than this RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions. In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e. price quotation in different format), both documents shall be considered unless there is any discrepancy. In this case, **provisions in this RFQ shall prevail.**
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
5. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the PS-DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winning bidder in accordance with GPPB Circular No. 06-2005.
6. The PS-DBM may cancel or terminate the contract at any time under any of the grounds provided under RA No. 9184 and its 2016 revised IRR.
7. The **RFQ, Letter Order (contract), and other related documents** to the above-stated procurement project **shall be deemed to form part of the contract.**
8. The **Notice of Award, Letter Order, and Notice to Proceed** are **deemed received as of the date of their transmittal** to the winning bidder's official email address, as provided in the Omnibus Sworn Statement. Hence, the relevant periods under RA No. 9184 and its IRR, and the RFQ shall commence from receipt thereof.
9. Liquidated damages equivalent to **one-tenth of one percent (0.1%)** of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PS-DBM may terminate the contract once the cumulative amount of liquidated damages reaches **ten percent (10%)** of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made after delivery and only upon the submission of the required supporting documents, *i.e.* Delivery Receipt and Sales Invoice or Official Receipt, by the supplier, contractor, or consultant. As PS-DBM strictly utilizes **bank-to-bank mode of payment**, the supplier, contractor, or consultant is advised to furnish PS-DBM a duly notarized certification from their depository bank indicating its **Account Name** and **Account Number**. Our Government Servicing Bank, *i.e.* the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than **twenty-four (24) hours**, but not later than **forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

**Bid / Price Quotation Form**

Date: \_\_\_\_\_

The Head, General Services Division - Procurement Committee  
 Procurement Service  
 PS Complex, Cristobal Street  
 Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. GSD-090-024 (Shopping)** the receipt of which is hereby duly acknowledged, the undersigned offers the **Supply and Delivery of Various Inks for the Procurement Service-Department of Budget and Management** in conformity with the said Request for Quotation for the sums stated hereunder:

<b>LOT NO.</b>	<b>ITEM NO.</b>	<b>QTY</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	1	120 bottles	Epson 008 (Black)		
	2	96 bottles	Epson 008 (Cyan)		
	3	96 bottles	Epson 008 (Magenta)		
	4	96 bottles	Epson 008 (Yellow)		
<b>TOTAL PRICE:</b>					
<b>Total Price in Words:</b> _____					

<b>TECHNICAL SPECIFICATIONS</b>	
<b>Item Description</b>	
<b>Lot No. 2</b>	
1. Epson 008, Black - Original/genuine	
2. Epson 008, Cyan - Original/genuine	
3. Epson 008, Magenta - Original/genuine	
4. Epson 008, Yellow - Original/genuine	

<b>SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS</b>
Within fifteen (15) calendar days from receipt of Notice to Proceed
<p><b>Delivery Site:</b>  Procurement Service – Department of Budget and Management  RR Road, Cristobal St., Paco, Manila</p> <p><b>Contact Person:</b>  Engr. Jerson R. Bantes  <a href="mailto:jbantes@ps-philgeps.gov.ph">jbantes@ps-philgeps.gov.ph</a></p>

**By affixing my signature below, I am confirming our compliance with the Technical Specifications/Terms of Reference and the Terms and Conditions stated above. I further certify that such compliance is true and correct; otherwise, if found to be false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

**Further, we undertake, if our Quotation is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.**

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

\_\_\_\_\_

Date

\_\_\_\_\_

Company Name

\_\_\_\_\_

Authorized Representative  
Name/Signature

\_\_\_\_\_

Address

\_\_\_\_\_

Official Contact Number