

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **SUPPLY AND DELIVERY OF SEVEN (7) LOTS OF VARIOUS OFFICE SUPPLIES FOR THE 1ST SEMESTER OF 2024**

APPROVED BUDGET FOR THE CONTRACT: **Php 563,070.51**

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
 - a. Valid & Current Mayor's/Business Permit for 2024;
 - b. Valid & Current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD: **30 days**
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Lourdes Ng at telephone number 8920-4338. The Quotation may be submitted through e-mail at lourdes.ng@pia.gov.ph or delivered to the address below **on or before 5:00 PM of 19 June 2024 (Wednesday)**.

Philippine Information Agency - Central Office (PIA-CO)
Administrative Division, Procurement Section/BAC Secretariat
2/F PIA Bldg., Visayas Avenue, Diliman, Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO
BAC - CHAIRPERSON

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 1 Various Office Supplies - ABC: Php 187,435.51			
1	ALCOHOL , Ethyl, 500 mL	143 bots		
2	SIGN PEN , Fine Tip, Blue	276 pcs		
3	BATTERY , dry cell, size AA	103 pack		
4	DISINFECTANT SPRAY , Aerosol, 400g (min)	34 cans		
5	RAGS	29 kilos		
6	EXTERNAL HARD DRIVE , 1TB portable storage with password protection	16 units		
7	FLASH DRIVE 16GB , USB version 3.0, plug and play	22 pcs		
8	STAPLE WIRE , standard	31 boxes		
9	TAPE , masking, 48 mm	37 rolls		
10	TAPE , transparent, 48mm	3 rolls		
11	TWINE , plastic	6 rolls		
12	CLIP , backfold, 19mm	18 boxes		
13	CLIP , backfold, 25mm	7 boxes		
14	CLIP , backfold, 32mm	2 boxes		
15	CLIP , backfold, 50mm	4 boxes		
16	CORRECTION TAPE	176 pcs		
17	FILE TAB DIVIDER , A4 (5 pcs. per set)	13 sets		
18	MARKER , Permanent, Black	13 pcs		
19	MARKER , Whiteboard, Black	13 pcs		
20	MARKER , Whiteboard, Blue	6 pcs		
21	MARKER , Whiteboard, Red	15 pcs		
LOT 1 - Various Office Supplies				<i>Page 1 of 2</i>

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 1 Various Office Supplies - ABC: Php 187,435.51			
22	PAPER CLIP , vinyl/plastic coated, 33mm	11 boxes		
23	PUNCHER , paper, heavy duty, with 2 hole guide	11 pcs		
24	RUBBER BAND No. 18	4 boxes		
25	STAMP PAD , felt	8 pcs		
26	NOTEPAD , stick-on, 76mm x 76mm (3"x3")	14 pads		
27	PAPER, MULTIPURPOSE A4 , 70 gsm	106 reams		
28	PHOTO PAPER , A4, Glossy, 10s	13 packs		
29	CERTIFICATE HOLDER , Blue, 8.5 x 11	45 pcs		
30	GLUE STICK , All Purpose (22g)	8 pcs		
31	BALLPEN , Blue	115 pcs		
32	BALLPEN , Black	47 pcs		
33	FASTENER , PLASTIC	14 boxes		
34	SIGN HERE , Sticker 1"	5 pads		
35	COPY PAPER , Letter size, 80 gsm	29 reams		
36	COPY PAPER , Long, Green	6 reams		
37	TZe-221 Tape , Brother's label printer tape, laminated 9mm black on white tape (8m)	4 pcs		
	- Nothing follows -	Total	Php	
LOT 1 - Various Office Supplies				<i>Page 2 of 2</i>

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SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 2 Data File Boxes and Folders - ABC: Php 101,900.00			
1	DATA FILE BOX, with cover, Blue, 5 ½ x 15 x 16"	22 pcs		
2	DATA FILE BOX, with cover, Blue, Square-Type	35 pcs		
3	DATA FOLDER, Taglia lock on top, Red with PIA and COA logo	258 pcs		
4	DATA FOLDER, Taglia lock on top, Blue	12 pcs		
<i>- Nothing follows -</i>		Total	Php	
<i>LOT 2 - Data File Boxes and Folders</i>				<i>Page 1 of 1</i>

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Telephone/Mobile No. and E-mail address

Date

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 3 Various Consumables - ABC: Php 174,035.00			
1	INK CARTRIDGE, HP CZ107AA (HP678), Black	14 carts		
2	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	8 carts		
3	INK CARTRIDGE, HP F6V27AA (HP680), Black	8 carts		
4	INK CARTRIDGE, HP LOS63AA (HP955XL), Cyan Original	1 cart		
5	INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta	2 carts		
6	INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow	1 cart		
7	INK CARTRIDGE, HP LOS72AA (HP955XL), Black Original	6 carts		
8	TONER CARTRIDGE, HP CE285A (HP85A), Black	10 carts		
9	INK CART, CANON 790, Black	2 carts		
10	CANON GI-70 Black	1 cart		
11	CANON GI-70 Cyan	1 cart		
12	CANON GI-70 Magenta	2 carts		
13	CANON GI-70 Yellow	1 cart		
14	TONER, CANON LBP 6000, Cartridge 325	1 cart		
LOT 3 - Various Consumables				<i>Page 1 of 2</i>

DELIVERY PERIOD: _____

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After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/ Mobile No. and E-mail address

Date

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 3 Various Consumables - ABC: Php 174,035.00			
15	INK CART, EPSON 003, Black	70 carts		
16	INK CART, EPSON 003, Yellow	18 carts		
17	INK CART, EPSON 003, Cyan	20 carts		
18	INK CART, EPSON 003, Magenta	20 carts		
19	TONER CART, HP CF210A (131A), Black	4 carts		
20	TONER CART, HP CF213A (131A),Magenta	1 cart		
21	TONER CART, SAMSUNG MLTD111S	1 cart		
22	HP LASERJET CE314A (126A), Imaging Drum	2 carts		
23	HP Toner Cartridge (High Yield) 335x	1 cart		
24	Drum Cartridge 57A (HP)	1 cart		
	* Supplier must provide authorized distributorship or certification for the ink/toner*			
	- Nothing follows -	Total	Php	
LOT 3 - Various Consumables				<i>Page 2 of 2</i>

DELIVERY PERIOD: _____

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Date

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 4 SHARP Toner Carts - ABC: Php 54,200.00			
1	TONER CART, SHARP MX-235FT (Copier Model: SHARP AR-5620N)	1 toner cart		
2	TONER CART, SHARP MX-237FT	5 toner carts		
3	TONER CART, SHARP MX-312FT	1 toner cart		
* Supplier must provide authorized distributorship or certification for the ink/toner*				
- Nothing follows -		Total	Php	
LOT 4 - SHARP Toner Carts				<i>Page 1 of 1</i>

DELIVERY PERIOD: _____

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Printed Name and Signature

Business Name and Address

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Date

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 5 FUJI Toner Carts - ABC: Php 34,400.00			
1	TONER CART, FUJI DocuPrint M465 AP	2 toner carts		
	<i>* Supplier must provide authorized distributorship or certification for the ink/toner*</i>			
	- Nothing follows -	Total	Php	
LOT 5 - FUJI Toner Carts				Page 1 of 1

DELIVERY PERIOD: _____

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Date

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 6 RISO Consumables - ABC: Php 6,000.00			
1	Riso Ink F II Type Black UA, <i>Black, 2 cart/ box</i>	1 cart		
2	Riso Master F II Type 77UA, <i>2 rolls/ box</i>	1 cart		
* Supplier must provide authorized distributorship or certification for the ink/toner*				
<i>- Nothing follows -</i>		Total	Php	
LOT 6 - RISO Consumables				<i>Page 1 of 1</i>

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SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 7 HP Cartridge - ABC: Php 5,100.00			
1	HP CC660A Black (702)	3 carts		
	* Supplier must provide authorized distributorship or certification for the ink/toner*			
	- Nothing follows -	Total	Php	
LOT 7 - HP Cartridge				Page 1 of 1

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Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	QTY.	Statement of Compliance
LOT 1 Various Office Supplies - ABC: Php 187,435.51			
1	ALCOHOL , Ethyl, 500 mL	143 bots	
2	SIGN PEN , Fine Tip, Blue	276 pcs	
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LOT 1 - Various Office Supplies			<i>Page 1 of 2</i>

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature Over Printed Name
Of Authorized Representative

Date

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<i>LOT 2 - Data File Boxes and Folders</i>			<i>Page 1 of 1</i>

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	* Supplier must provide authorized distributorship or certification for the ink/toner*		
LOT 3 - Various Consumables			Page 1 of 1

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Signature Over Printed Name
Of Authorized Representative

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Technical Specifications

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LOT 4 - SHARP Toner Carts			Page 1 of 1

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LOT 6 – RISO Consumables			Page 1 of 1

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Date



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10941485
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title SUPPLY AND DELIVERY OF SEVEN (7) LOTS OF VARIOUS OFFICE SUPPLIES FOR THE 1ST SEMESTER OF 2024
Area of Delivery Metro Manila

Solicitation Number:	24-05-020	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 563,070.51	Document Request List	5
Delivery Period:	30 Day/s		
Client Agency:		Date Published	11/06/2024
Contact Person:	Lourdes M. Ng Procurement Officer Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 lourdes.ng@pia.gov.ph	Last Updated / Time	11/06/2024 00:00 AM
		Closing Date / Time	19/06/2024 17:00 PM

Description

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

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Philippine Information Agency - Central Office (PIA-CO)
Administrative Division, Procurement Section/BAC Secretariat
2/F PIA Bldg., Visayas Avenue, Diliman, Quezon City

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ATTY. ALLAN VINCENT B. LORENZO
BAC - CHAIRPERSON

ANNEX A

SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST

(Php) TOTAL COST

(Php)

LOT 1 Various Office Supplies - ABC: Php 187,435.51

1 ALCOHOL, Ethyl, 500 mL 143 bots

2 SIGN PEN, Fine Tip, Blue 276 pcs

3 BATTERY, dry cell, size AA 103 pack

4 DISINFECTANT SPRAY, Aerosol, 400g (min) 34 cans

5 RAGS 29 kilos

6 EXTERNAL HARD DRIVE, 1TB portable storage with password protection 16 units

7 FLASH DRIVE 16GB, USB version 3.0,

plug and play 22 pcs

8 STAPLE WIRE, standard 31 boxes

9 TAPE, masking, 48 mm 37 rolls

10 TAPE, transparent, 48mm 3 rolls

11 TWINE, plastic 6 rolls

12 CLIP, backfold, 19mm 18 boxes

13 CLIP, backfold, 25mm 7 boxes

14 CLIP, backfold, 32mm 2 boxes

15 CLIP, backfold, 50mm 4 boxes

16 CORRECTION TAPE 176 pcs

17 FILE TAB DIVIDER, A4 (5 pcs. per set) 13 sets

18 MARKER, Permanent, Black 13 pcs

19 MARKER, Whiteboard, Black 13 pcs

20 MARKER, Whiteboard, Blue 6 pcs

21 MARKER, Whiteboard, Red 15 pcs

22 PAPER CLIP, vinyl/plastic coated, 33mm 11 boxes

23 PUNCHER, paper, heavy duty,

with 2 hole guide 11 pcs

24 RUBBER BAND No. 18 4 boxes

25 STAMP PAD, felt 8 pcs

26 NOTEPAD, stick-on, 76mm x 76mm (3"x3") 14 pads

27 PAPER, MULTIPURPOSE A4, 70 gsm 106 reams

28 PHOTO PAPER, A4, Glossy, 10s 13 packs

29 CERTIFICATE HOLDER, Blue, 8.5 x 11 45 pcs

30 GLUE STICK, All Purpose (22g) 8 pcs

31 BALLPEN, Blue 115 pcs

32 BALLPEN, Black 47 pcs

33 FASTENER, PLASTIC 14 boxes

34 SIGN HERE, Sticker 1" 5 pads

35 COPY PAPER, Letter size, 80 gsm 29 reams

36 COPY PAPER, Long, Green 6 reams

37 TZe-221 Tape, Brother's label printer tape, laminated 9mm black on white tape (8m) 4 pcs

- Nothing follows - Total Php

LOT 1 - Various Office Supplies

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

ANNEX A

SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST
(Php) TOTAL COST
(Php)
LOT 2 Data File Boxes and Folders - ABC: Php 101,900.00
1 DATA FILE BOX, with cover, Blue,
5 ½ x 15 x 16" 22 pcs
2 DATA FILE BOX, with cover, Blue, Square-Type 35 pcs
3 DATA FOLDER, Taglia lock on top,
Red with PIA and COA logo 258 pcs
4 DATA FOLDER, Taglia lock on top, Blue 12 pcs
- Nothing follows - Total Php
LOT 2 – Data File Boxes and Folders

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

ANNEX A

SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST
(Php) TOTAL COST
(Php)
LOT 3 Various Consumables - ABC: Php 174,035.00
1 INK CARTRIDGE, HP CZ107AA (HP678), Black 14 carts
2 INK CARTRIDGE, HP F6V26AA (HP680),
Tri-color 8 carts
3 INK CARTRIDGE, HP F6V27AA (HP680),

Black 8 carts
4 INK CARTRIDGE, HP L0S63AA (HP955XL),
Cyan Original 1 cart
5 INK CARTRIDGE, HP L0S66AA (HP955XL),
Magenta 2 carts
6 INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow 1 cart
7 INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original 6 carts
8 TONER CARTRIDGE, HP CE285A (HP85A), Black 10 carts
9 INK CART, CANON 790, Black 2 carts
10 CANON GI-70 Black 1 cart
11 CANON GI-70 Cyan 1 cart
12 CANON GI-70 Magenta 2 carts
13 CANON GI-70 Yellow 1 cart
14 TONER, CANON LBP 6000, Cartridge 325 1 cart
15 INK CART, EPSON 003, Black 70 carts
16 INK CART, EPSON 003, Yellow 18 carts
17 INK CART, EPSON 003, Cyan 20 carts
18 INK CART, EPSON 003, Magenta 20 carts
19 TONER CART, HP CF210A (131A), Black 4 carts
20 TONER CART, HP CF213A (131A),Magenta 1 cart
21 TONER CART, SAMSUNG MLTD111S 1 cart
22 HP LASERJET CE314A (126A),
Imaging Drum 2 carts
23 HP Toner Cartridge (High Yield) 335x 1 cart
24 Drum Cartridge 57A (HP) 1 cart
* Supplier must provide authorized distributorship or certification for the ink/toner*
- Nothing follows - Total Php
LOT 3 – Various Consumables

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

ANNEX A

SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST

(Php) TOTAL COST

(Php)

LOT 4 SHARP Toner Carts - ABC: Php 54,200.00

1 TONER CART, SHARP MX-235FT (Copier

Model: SHARP AR-5620N) 1 toner cart

2 TONER CART, SHARP MX-237FT 5 toner carts

3 TONER CART, SHARP MX-312FT 1 toner cart

* Supplier must provide authorized distributorship or certification for the ink/toner*

- Nothing follows - Total Php

LOT 4 – SHARP Toner Carts

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

ANNEX A

SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST

(Php) TOTAL COST

(Php)

LOT 5 FUJI Toner Carts - ABC: Php 34,400.00

1 TONER CART, FUJI DocuPrint M465 AP 2 toner carts

* Supplier must provide authorized distributorship or certification for the ink/toner*

- Nothing follows - Total Php

LOT 5 - FUJI Toner Carts

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

ANNEX A

SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST

(Php) TOTAL COST

(Php)

LOT 6 RISO Consumables - ABC: Php 6,000.00

1 Riso Ink F II Type Black UA,
Black, 2 cart/box 1 cart

2 Riso Master F II Type 77UA, 2 rolls/box 1 cart

* Supplier must provide authorized distributorship or certification for the ink/toner*

- Nothing follows - Total Php

LOT 6 - RISO Consumables Page 1 of 1

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

—

Date

ANNEX A

SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST

(Php) TOTAL COST

(Php)

LOT 7 HP Cartridge - ABC: Php 5,100.00

1 HP CC660A Black (702) 3 carts

* Supplier must provide authorized distributorship or certification for the ink/toner*

- Nothing follows - Total Php

LOT 7 – HP Cartridge

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification QTY. Statement of Compliance

LOT 1 Various Office Supplies - ABC: Php 187,435.51

1 ALCOHOL, Ethyl, 500 mL 143 bots

2 SIGN PEN, Fine Tip, Blue 276 pcs

3 BATTERY, dry cell, size AA 103 pack

4 DISINFECTANT SPRAY, Aerosol, 400g (min) 34 cans

5 RAGS 29 kilos

6 EXTERNAL HARD DRIVE, 1TB portable storage with password protection 16 units

7 FLASH DRIVE 16GB, USB version 3.0,

plug and play 22 pcs

8 STAPLE WIRE, standard 31 boxes

9 TAPE, masking, 48 mm 37 rolls

10 TAPE, transparent, 48mm 3 rolls

11 TWINE, plastic 6 rolls

12 CLIP, backfold, 19mm 18 boxes

13 CLIP, backfold, 25mm 7 boxes
14 CLIP, backfold, 32mm 2 boxes
15 CLIP, backfold, 50mm 4 boxes
16 CORRECTION TAPE 176 pcs
17 FILE TAB DIVIDER, A4 (5 pcs. per set) 13 sets
18 MARKER, Permanent, Black 13 pcs
19 MARKER, Whiteboard, Black 13 pcs
20 MARKER, Whiteboard, Blue 6 pcs
21 MARKER, Whiteboard, Red 15 pcs
22 PAPER CLIP, vinyl/plastic coated, 33mm 11 boxes
23 PUNCHER, paper, heavy duty,
with 2 hole guide 11 pcs
24 RUBBER BAND No. 18 4 boxes
25 STAMP PAD, felt 8 pcs
26 NOTEPAD, stick-on, 76mm x 76mm (3"x3") 14 pads
27 PAPER, MULTIPURPOSE A4, 70 gsm 106 reams
28 PHOTO PAPER, A4, Glossy, 10s 13 packs
29 CERTIFICATE HOLDER, Blue, 8.5 x 11 45 pcs
30 GLUE STICK, All Purpose (22g) 8 pcs
31 BALLPEN, Blue 115 pcs
32 BALLPEN, Black 47 pcs
33 FASTENER, PLASTIC 14 boxes
34 SIGN HERE, Sticker 1" 5 pads
35 COPY PAPER, Letter size, 80 gsm 29 reams
36 COPY PAPER, Long, Green 6 reams
37 TZe-221 Tape, Brother's label printer tape, laminated 9mm black on
white tape (8m) 4 pcs
LOT 1 – Various Office Supplies

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification QTY. Statement of Compliance
LOT 2 Data File Boxes and Folders - ABC: Php 101,900.00
1 DATA FILE BOX, with cover, Blue,
5 ½ x 15 x 16" 22 pcs
2 DATA FILE BOX, with cover, Blue, Square-Type 35 pcs
3 DATA FOLDER, Taglia lock on top,
Red with PIA and COA logo 258 pcs
4 DATA FOLDER, Taglia lock on top, Blue 12 pcs
LOT 2 – Data File Boxes and Folders

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

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Of Authorized Representative

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification QTY. Statement of Compliance
LOT 3 Various Consumables - ABC: Php 174,035.00
1 INK CARTRIDGE, HP CZ107AA (HP678), Black 14 carts
2 INK CARTRIDGE, HP F6V26AA (HP680),
Tri-color 8 carts
3 INK CARTRIDGE, HP F6V27AA (HP680),
Black 8 carts
4 INK CARTRIDGE, HP L0S63AA (HP955XL),
Cyan Original 1 cart
5 INK CARTRIDGE, HP L0S66AA (HP955XL),
Magenta 2 carts

6 INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow 1 cart
7 INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original 6 carts
8 TONER CARTRIDGE, HP CE285A (HP85A), Black 10 carts
9 INK CART, CANON 790, Black 2 carts
10 CANON GI-70 Black 1 cart
11 CANON GI-70 Cyan 1 cart
12 CANON GI-70 Magenta 2 carts
13 CANON GI-70 Yellow 1 cart
14 TONER, CANON LBP 6000, Cartridge 325 1 cart
15 INK CART, EPSON 003, Black 70 carts
16 INK CART, EPSON 003, Yellow 18 carts
17 INK CART, EPSON 003, Cyan 20 carts
18 INK CART, EPSON 003, Magenta 20 carts
19 TONER CART, HP CF210A (131A), Black 4 carts
20 TONER CART, HP CF213A (131A),Magenta 1 cart
21 TONER CART, SAMSUNG MLTD111S 1 cart
22 HP LASERJET CE314A (126A),
Imaging Drum 2 carts
23 HP Toner Cartridge (High Yield) 335x 1 cart
24 Drum Cartridge 57A (HP) 1 cart
* Supplier must provide authorized distributorship or certification for the ink/toner*
LOT 3 – Various Consumables

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification QTY. Statement of Compliance
LOT 4 SHARP Toner Carts - ABC: Php 54,200.00
1 TONER CART, SHARP MX-235FT (Copier
Model: SHARP AR-5620N) 1 toner cart
2 TONER CART, SHARP MX-237FT 5 toner carts
3 TONER CART, SHARP MX-312FT 1 toner cart
* Supplier must provide authorized distributorship or certification for the ink/toner*
LOT 4 – SHARP Toner Carts

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification QTY. Statement of Compliance
LOT 5 FUJI Toner Carts - ABC: Php 34,400.00
1 TONER CART, FUJI DocuPrint M465 AP 2 toner carts
* Supplier must provide authorized distributorship or certification for the ink/toner*
LOT 5 - FUJI Toner Carts

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of

the individual parameters of each Specification:

Item Specification QTY. Statement of Compliance
LOT 6 RISO Consumables - ABC: Php 6,000.00
1 Riso Ink F II Type Black UA,
Black, 2 cart/box 1 cart
2 Riso Master F II Type 77UA, 2 rolls/box 1 cart
* Supplier must provide authorized distributorship or certification for the ink/toner*
LOT 6 – RISO Consumables

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification QTY. Statement of Compliance
LOT 7 HP Cartridge - ABC: Php 5,100.00
1 HP CC660A Black (702) 3 carts
* Supplier must provide authorized distributorship or certification for the ink/toner*
LOT 7 – HP Cartridge

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Line Items

Item No.	Product/Service Name	Description	Quantity UOM		Budget (PHP)
1	VARIOUS OFFICE SUPPLIES	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES	1	Lot	187,435.51
2	DATAFILE BOXES AND FOLDERS	SUPPLY AND DELIVERY OF DATA FILE BOXES AND FOLDERS	1	Lot	101,900.00
3	VARIOUS CONSUMABLES	SUPPLY AND DELIVERY OF VARIOUS CONSUMABLES	1	Lot	174,035.00
4	SHARP TONER CARTS	SUPPLY AND DELIVERY OF SHARP TONER CARTS	1	Lot	54,200.00
5	FUJI TONER CARTS	SUPPLY AND DELIVERY OF FUJI TONER CARTS	1	Lot	34,400.00
6	RISO CONSUMABLES	SUPPLY AND DELIVERY OF RISO CONSUMABLES	1	Lot	6,000.00
7	HP CARTRIDGE	SUPPLY AND DELIVERY OF HP CARTRIDGE	1	Lot	5,100.00

Created by Ronelio N Hernandez
Date Created 10/06/2024

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