

**Republic of the Philippines  
SENATE  
REQUEST FOR QUOTATION**

Date : 6/7/2021 10:51:18AM  
 RFQ No. : RFQ-21-06-036  
 Requisitioner : SPAO  
 Canvasser : EISEN ROMMEL G. RAZON

Sir/Madam:

We invite all GEPS registered bidders to submit sealed quotation for the item/s listed below, addressed to the Chairman, Bids and Awards Committee (BAC), 4/F Senate of the Philippines, GSIS Bldg., Financial Center, Pasay City. The quotation for Purchase Request No. **PR-21-05-244** must be submitted to the Office of the Chairman, Bids and Awards Committee, Room 408 or the Secretariat, Bids and Awards Committee, Room 401, 4/F Senate of the Philippines, GSIS Building, Financial Center, Pasay City, not later than 5P.M. of \_\_\_\_\_ Kindly observe and comply with the stated specifications / descriptions / unit of items for quotation, and specify country of manufacture or origin in the item, any erasure must be properly initialed by the bidder. Bidders are presumed to have reviewed all bids indicated herein before submission to the BAC. Please do not forget to indicate the following references in your envelope "PR NO. \_\_\_\_\_ / RFQ NO. \_\_\_\_\_, Assigned Canvasser: \_\_\_\_\_, CLOSING DATE: \_\_\_\_\_"

LIKEWISE, ALL QUOTATIONS MUST BE VALID FOR AT LEAST THIRTY (30) TO FORTY FIVE (45) DAYS FROM THE CLOSING DATE OF POSTING WITH THE PhilGEPS AND SUBJECT TO THE GENERAL CONDITIONS FOUND AT THE BACK OF THIS FORM.

*Handwritten Signature*  
**ATTY. MARIA VALENTINA S. CRUZ**  
 CHAIRPERSON  
 BIDS AND AWARDS COMMITTEE

**THE CHAIRMAN**  
 Bids and Awards Committee  
 c/o Secretariat, Bids and Awards Committee  
 Room 401 4/L, Senate of the Philippines, GSIS Building, Financial Center, Pasay City  
 Fax No. 552-6601 local 1602 or 552-6793

Sir: As requested in your letter above, we are pleased to quote hereunder our price/s for the following item/s subject to the General Conditions stated at the back:

ITEM NO.	QTY	UNIT	ITEM/S DESCRIPTION (Kindly indicate BRAND NAME & MODEL of item/s of your offer/bid)	APPROVED BUDGET	UNIT PRICE (Inclusive of all Taxes)	TOTAL
			<i>PR-21-05-244 (SPAO)</i>			
1	1	UNIT	<b>LASER PRINTER, COLOR</b> · At least 27ppm print speed color · At least 50,000 pages monthly duty cycle · At least 300 sheets input tray · At least 150 sheets output tray · At least 600dpi print resolution · At least 1.2GHz processor · At least 512MB memory · Manual duplex printing · WiFi Direct printing · Support A4, Letter and Legal printing · LCD control panel display · USB port · Gigabit ethernet network port · WiFi 802. 11b/g/n · One (1) year warranty	Php 30,000.00 <i>Php30,000.00/UNIT</i>		

Note: \_\_\_\_\_  
 ----- Nothing Follows -----  
 Remarks:

(QUOTATIONS must be valid for at least thirty [30] to forty five [45] days from closing date)

TERMS OF DELIVERY \_\_\_\_\_  
 TERM/S OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT) \_\_\_\_\_ (Name of Company)  
 Address of Supplier \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Tel./Fax No./s \_\_\_\_\_  
 TIN \_\_\_\_\_

**RECEIVED**  
 PhilGEPS Reg. No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
**JUN 08 2021** (Signature over Printed Name Authorized Representative)

BY: Li TIME: 10:10  
 PROCUREMENT, PPS



GENERAL CONDITIONS

1. The quotation shall be accomplished with samples properly labeled if necessary, with the complete specifications stated in its face duly signed by the bidder or its authorized representative.
2. The quotation shall not be considered unless it is properly signed by the bidder or its authorized representative.
3. The quotation should include a copy of the Government Electronic Procurement System (GEPS) registration.
4. The price of goods shall be valid for at least 30 to 45 days from the Closing Date of posting with the GEPS. Please refer to the Closing Date on the attached Invitation.
5. The bidder shall be responsible for the source of the supplies.
6. A Purchase Order (P.O.) / Job Order (J.O.) shall be prepared in accordance with the Supplier's/Contractor's quotation. The full quantity/job service mentioned shall be supplied at the place stated within the stipulated delivery period.
7. To assure that manufacturing defects shall be corrected, the winning bidder shall be required a warranty in an amount provided for by law either through:
  - a. Retention money deducted from payment to be made (10% of the contract price);
  - b. Bank guarantees (10%) of contract price;
  - c. Surety bond secured from insurance firms accredited by the Office of the Insurance Commission (30% of contract price); or
  - d. Cash deposit, cash bond or letter of credit (15% of contract price).

The amount shall be released after lapse of the warranty period as provided under R. A. No. 9184.

8. A penalty of one-tenth of one percent (.001%) of the total value of the goods/services procured shall be deducted for each day of delay in the delivery of supplies ordered.
9. All items shall be subject to inspection and acceptance by the Senate or its authorized representative.
10. Unreasonable refusal of the winning bidder to accept the award and/or failure to deliver the item/s or service/s after winning bidder is duly informed of the same, may result in the refusal of the Senate in entertaining bid/s from concerned bidder in the future.
11. The Senate of the Philippines reserves the right to reject any or all quotations to waive any formality therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

C O N F O R M E :

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature over Printed Name of  
Authorized Representative)