

**PRIVATIZATION AND MANAGEMENT OFFICE**  
104 Gamboa St., Legaspi Village, Makati City  
www.pmo.gov.ph

## REQUEST FOR QUOTATION (RFQ)

DATE: March 20, 2023

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\_\_\_\_\_  
\_\_\_\_\_

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) **Various Office supplies - Toner/Ink** with an Approved Budget for the Contract (ABC) of **Two Hundred Ninety-Nine Thousand One Hundred Eighty Pesos (Php 299,180.00.)**. Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **haturtal@pmo.gov.ph**, on or before March 23, 2023 / 12:NN. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.


The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Notarized Omnibus Sworn Statement (Shopping with ABC's above Php 50K).  
(Original copy shall be submitted subject to the award of contract).

Thank you.

Very truly yours,

  
**MA. ELENA D. DE LEON**  
Administrative Officer V

**QUOTATION**

DATE: \_\_\_\_\_

Dear (Name of End-User);

We are pleased to submit our quotation/proposal for the procurement of **Various Office Supplies – Toner/Ink** with Reference No. PMO - 23-16.

**ABC: Two Hundred Ninety-Nine Thousand One Hundred Eighty Pesos (Php 299,180.00)**  
**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement**

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
1	6	Cart	HP, Toner, CF 226XC (Original)			
2	16	Cart	HP 416A, Toner, Black (Original)			
3	7	Cart	HP 416A, Toner, Cyan (Original)			
4	7	Cart	HP 416A, Toner, Yellow (Original)			
5	5	Cart	HP 416A, Toner, Magenta (Original)			
6	12	Botl.	Ink bottle, Epson, Black (C13T6641)			
7	4	Cart	HP, Toner Cartridge, 151X Laserjet Pro 4003 dn			
				<b>TOTAL AMOUNT</b>		<b>₱</b>

**Amount in Words:**

\_\_\_\_\_

**TERMS AND CONDITIONS:**

1. Delivery Period: within seven (7) calendar days from receipt of Purchase Order (P.O.)
2. Validity of Price Quotation: thirty (30) calendar days from date of submission of quotation
3. Warranty Period: at least one (1) year from date of delivery
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.
5. Must have a Certificate of Authorized Reseller Distributor from HP.

Respectfully yours,

Signature : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Designation : \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_