



REQUEST FOR QUOTATION NO.: 2024-09-066

Date: September 11, 2024

Procurement Title : Supply and Delivery of Various Inks and Cartridges

Purchase Request Nos. : 2024-08-177

Approved Budget for the Contract : Php 999,830.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor. Sgt. Reyes St., Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **September 19, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. ([see attached instructions on how to lock your files](#)). Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative;**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
 ADDRESS : _____
 PHILGEPS REGISTRATION NO.: _____ VALID UNTIL: _____
 EMAIL ADDRESS: _____
 TELEPHONE NUMBER: _____
 MOBILE NUMBER: _____

****THIS PROJECT WILL BE AWARDED PER LINE ITEM****

Supply and Delivery of Various Inks and Cartridges (1 Lot)			
Specifications:			
Inks and cartridges being offered should be original			
ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	TOTAL BID AMOUNT (VAT INCLUSIVE)
Original Ink Cartridge Epson T05a1 (C13T05A100) (Black)	9 pieces	₱ 51,750.00 (₱ 5,750.00 per piece)	
Original Ink Cartridge Epson T0532 (C13T05A200) (Cyan)	9 pieces	₱ 83,700.00 (₱ 9,300.00 per piece)	
Original Ink Cartridge Epson T05a3 (C13T05A300) (Magenta)	9 pieces	₱ 83,700.00 (₱ 9,300.00 per piece)	
Original Ink Cartridge Epson T05a4 (C13T05A400) (Yellow)	9 pieces	₱ 83,700.00 (₱ 9,300.00 per piece)	
Original Ink Bottle Epson 003 (Black)	39 pieces	₱ 11,700.00 (₱ 300.00 per piece)	
Original Ink Bottle Epson 003 (Cyan)	39 pieces	₱ 11,700.00 (₱ 300.00 per piece)	
Original Ink Bottle Epson 003 (Magenta)	39 pieces	₱ 11,700.00 (₱ 300.00 per piece)	
Original Ink Bottle Epson 003 (Yellow)	39 pieces	₱ 11,700.00 (₱ 300.00 per piece)	
Original Ink Bottle Epson 008 (Black)	39 pieces	₱ 35,100.00 (₱ 900.00 per piece)	
Original Ink Bottle Epson 008 (Cyan)	39 pieces	₱ 29,250.00 (₱ 750.00 per piece)	
Original Ink Bottle Epson 008 (Magenta)	39 pieces	₱ 29,250.00 (₱ 750.00 per piece)	
Original Ink Bottle Epson 008 (Yellow)	39 pieces	₱ 29,250.00 (₱ 750.00 per piece)	
Original Ink Bottle Epson T654 (Black)	19 pieces	₱ 5,700.00 (₱ 300.00 per piece)	
Original Ink Bottle Epson T664 (Cyan)	19 pieces	₱ 5,700.00 (₱ 300.00 per piece)	

Canon GI-790 (Black)	9 pieces	₱ 4,050.00 (₱ 450.00 per piece)	
Canon GI-790 (Cyan)	9 pieces	₱ 3,600.00 (₱ 400.00 per piece)	
Canon GI-790 (Magenta)	9 pieces	₱ 3,600.00 (₱ 400.00 per piece)	
Canon GI-790 (Yellow)	9 pieces	₱ 3,600.00 (₱ 400.00 per piece)	
Dot Matrix Ribbon (S015632)	39 pieces	₱ 5,850.00 (₱ 150.00 per piece)	
HP Toner Cartridge CB435A	9 pieces	₱ 41,400.00 (₱ 4,600.00 per piece)	
Original Laser Toner Cartridge Black (W1107A)	29 pieces	₱ 78,300.00 (₱ 2,700.00 per piece)	
HP Toner Cartridge CF276A	18 pieces	₱ 105,480.00 (₱ 5,860.00 per piece)	
HP Toner Cartridge CF217A	18 pieces	₱ 74,700.00 (₱ 4,150.00 per piece)	
HP Toner Cartridge CF219A	18 pieces	₱ 78,300.00 (₱ 4,350.00 per piece)	
Original Ink Brother (btD60bk)	9 pieces	₱ 3,600.00 (₱ 400.00 per piece)	
Original Ink Brother (bt5000c)	9 pieces	₱ 3,600.00 (₱ 400.00 per piece)	
Original Ink Brother (bt5000m)	9 pieces	₱ 3,600.00 (₱ 400.00 per piece)	
Original Ink Brother (bt5000y)	9 pieces	₱ 3,600.00 (₱ 400.00 per piece)	
Original Ink Epson 001 (Black)	5 pieces	₱ 2,350.00 (₱ 470.00 per piece)	
Original Ink Epson 001 (Cyan)	5 pieces	₱ 1,500.00 (₱ 300.00 per piece)	
Original Ink Epson 001 (Magenta)	5 pieces	₱ 1,500.00 (₱ 300.00 per piece)	
Original Ink Epson 001 (Yellow)	5 pieces	₱ 1,500.00 (₱ 300.00 per piece)	
HP Toner Cartridge CF285A	9 pieces	₱ 45,000.00 (₱ 5,000.00 per piece)	
EDlsecure MC310 Color Ribbon	7 pieces	₱ 32,200.00 (₱ 4,600.00 per piece)	
TOTAL AMOUNT		₱ 999,830.00	

Delivery Schedule: 20 calendar days upon receipt of the Notice to Proceed

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, 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 or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
Email Address : _____
Date : _____

For Further information, please refer to:

KEESHIA MAE L. ACEDERA

Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

Telephone: 8552-4792