



Republic of the Philippines
COURT OF TAX APPEALS
Quezon City

BIDS AND AWARDS COMMITTEE 1

**REQUEST FOR QUOTATION
PROCUREMENT THROUGH DIRECT CONTRACTING FOR THE SUPPLY OF TONER FOR
KYOCERA ECOSYS P3045dn PRINTERS TK-3165**

January 26, 2024

Mr. EFREN LIM QUIDILLA

President

PHILCOPY CORPORATION

P.O. Box 5190, Philcopy Bldg., 793, J. Rizal St.,
Makati, Metro Manila

THRU : **Ms. SANDY MAY G. TENDING**
Product Specialist – Printer Division
Philcopy Corporation

Dear Mr. Quidilla/ Ms. Tending,

Please quote your best offer for the item/s described in the herein attached Technical Specification, subject to the Terms and Conditions provided.

Submit your quotation duly signed by you or your duly authorized representative and copies of the following documentary requirements not later than **3:00 p.m. on February 2, 2024 to DIR, ISIDRO C. BARREDO, JR., Head, BAC1 Secretariat:**

1. Updated Mayor's/Business Permit;
2. Certificate of Exclusive Distributorship;
3. Latest Income/ Business Tax Return; and
4. PhilGEPS Registration Number or PhilGEPS Registration Certificate.


SANDY MAY G. TENDING


ELSIE R. TIAUZON-FORTEZA
Vice Chairperson
Bids & Awards Committee 1

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A. TECHNICAL SPECIFICATIONS

	ITEM	QUANTITY	UNIT COST	TOTAL AMOUNT
1	Ink Toner for Kyocera Ecosys P3045dn Printer TK-3165	66 pcs.	Php 9,500.00	Php 627,000.00
GRAND TOTAL				Php 627,000.00

B. TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
5. The item/s shall be delivered within 7 calendar days from receipt of Purchase Order. Payment shall be made within 7 days upon receipt of the good/s and/or service/s and demand for payment.
6. Representatives from the Procurement and Property Management Division (PPMD) and Management Information Systems Division (MISD) shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
7. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CTA shall rescind 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.
8. The obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period. Provided, however, that the goods are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
9. The CTA reserves the right to accept or reject any offer, to annul the procurement process, and to reject offers at any time prior to award of contract, without thereby incurring any liability to the affected Supplier.

Submitted/Conforme:


 SANDY MAY G. TENDING

 Authorized Representative
 Signature over Printed Name


SANDY MAY G. TENDING

Contact Information:

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 Landline or Cellphone No. : 8899-8625 loc 113/ 0917-307-7458
 Email Address : sm.tending@philcopy.net