

## REQUEST FOR QUOTATION

1. The Philippine Guarantee Corporation (PHILGUARANTEE) invites all suppliers to submit quotations for the procurement of Toners for Fuji Xerox Machines, please see attached Technical Specifications.
2. Total Approved Budget for the Contract is **Pesos: Two Hundred Seven Thousand (P207,000.00)**, inclusive of all applicable taxes.
3. Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
4. All interested suppliers may submit signed quotation at the BAC Secretariat, Second Floor, Jade Bldg., 335 Sen. Gil J. Puyat Ave., Makati City, and/or through telefax no. 8-8897-3232 and/or [bac@philguarantee.gov.ph](mailto:bac@philguarantee.gov.ph) on or before **2:00 p.m. of October 30, 2020** together with the following documentary requirements:

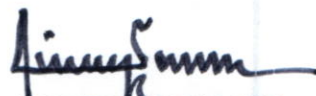
- Mayor's /Business Permit; and
- PhilGEPS Registration Number
- Omnibus Sworn Statement, (attached)

or download from this link:

[https://gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx)

\*\* For individual providers, the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

5. Pursuant to GPPB Circular No. 21-2017 dated May 30, 2017, PhilGuarantee shall accept either: a. The 2020 Mayor's/Business Permit; or b. 2019 Mayor's/Business Permit and the Official Receipt as proof that the bidder has applied for the renewal of such permit for the year 2020. The bidder's 2020 Mayor's/Business Permit shall still be required as a condition for the processing of payment.
6. For further inquiries, please contact VP Rosemarie N. Principe or Karenina V. Joaquin at 8-897-3232 or at [bac@philguarantee.gov.ph](mailto:bac@philguarantee.gov.ph).
7. The PHILGUARANTEE Bids and Awards Committee reserves the right to reject any or all Bids/quotations or waive any required formality therein or to accept such offers as may be considered most advantageous to the Corporation.



**JIMMY B. SARONA**

Chairperson

Bids and Awards Committee

26 October 2020

# PROCUREMENT OF VARIOUS TONER FOR FUJI XEROX MACHINE

## TECHNICAL SPECIFICATIONS

### I. DETAILS

Particulars	Color	Quantity	Unit
Toner for Fuji Xerox Docu Print 3105	Black	1	Cartridge
Toner for Fuji Xerox Docu Print M465 AP	Black	1	Cartridge
Toner for Fuji Xerox DocuPrint C5005	Black	1	Cartridge
Toner for Fuji Xerox Machine APIV-C3370R	Black	8	Cartridge

### II. APPROVED BUDGET FOR THE CONTRACT (ABC)

Two Hundred Seven Thousand Pesos (P207,000.00) inclusive of VAT and all other applicable government taxes

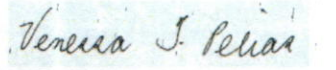
### III. DELIVERY TERMS

7-10 working days upon receipt of Purchase Order

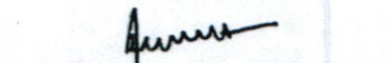
### IV. TERMS OF PAYMENT

Fifteen (15) days upon acceptance

Prepared by:

  
**VENESSA T. PELIAS**  
Administrative Officer III

Checked by:

  
**JACKIE LOU M. EUGENIO**  
Administrative Officer IV

Approved by:

  
**ROSEMARIE N. PRINCIPE**  
VP, Facilities and General Services Department