

**REQUEST FOR QUOTATION
SHP 10-23**

The **Municipality of Guagua**, through its Bid and Awards Committee (BAC), invites Licensed Suppliers/ Manufacturers/ Distributors/ Trading/ Retailers to bid/submit price quotations for the project: **Procurement of computer supplies to be used in this Municipality** in accordance with the Alternative Methods of Procurement, Section 52. Shopping of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Procurement of computer supplies to be used in this Municipality**

Location: Municipality of Guagua, Plaza Burgos, Guagua, Pampanga

Brief Description: Procurement of various computer supplies

Approved Budget for the Contract: PhP 120,485.00

Contract Duration: 7 calendar days

Submission of quotation documents is on or before **February 28, 2023 at 9:00 am** at the address indicated above. Late submission shall not be accepted.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the bidders for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the quotation documents.

The proponent determined to have the Lowest Calculated Bid must be PhilGEPS registered and shall submit its company's valid and current Mayor's or Business Permit.

The Municipality of Guagua hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call **Ilona G. Bansil at telephone no. (045) 457-3796**.

Very truly yours,

(Sgd.)

Raul G. Naguit
BAC Chairperson

SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Total Amount
Epson ink #003 Black	108	Btls		
Epson ink #003 Cyan	44	Btls		
Epson ink #003 Magenta	43	Btls		
Epson ink #003 Yellow	44	Btls		
Epson Ink #664 Black	16	Btls		
Epson Ink #664 Cyan	10	Btls		
Epson Ink #664 Yellow	10	Btls		
Epson Ink #664 Magenta	10	Btls		
Epson LX310 Ribbon	15	Pcs		
UV Ink 100ml Black	30	Btls		
UV Ink 100ml Cyan	7	Btls		
UV Ink 100ml Magenta	7	Btls		
UV Ink 100ml Yellow	7	Btls		
Wireless Mouse	6	Pcs		
Computer Mouse Pad	2	Pcs		
Keyboard USB	1	Pc		
Flashdrive 32GB	32	Pcs		
Flashdrive 64GB	10	Pcs		
Flashdrive 16GB	2	Pcs		

TOTAL:

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Bidder
or Representative

Date

TECHNICAL SPECIFICATIONS

Item	Specification			Statement of Compliance
	Description	Quantity	Unit	
1	Epson ink #003 Black	108	Btls	
2	Epson ink #003 Cyan	44	Btls	
3	Epson ink #003 Magenta	43	Btls	
4	Epson ink #003 Yellow	44	Btls	
5	Epson Ink #664 Black	16	Btls	
6	Epson Ink #664 Cyan	10	Btls	
7	Epson Ink #664 Yellow	10	Btls	
8	Epson Ink #664 Magenta	10	Btls	
9	Epson LX310 Ribbon	15	Pcs	
10	UV Ink 100ml Black	30	Btls	
11	UV Ink 100ml Cyan	7	Btls	
12	UV Ink 100ml Magenta	7	Btls	
13	UV Ink 100ml Yellow	7	Btls	
14	Wireless Mouse	6	Pcs	
15	Computer Mouse Pad	2	Pcs	
16	Keyboard USB	1	Pc	
17	Flashdrive 32GB	32	Pcs	
18	Flashdrive 64GB	10	Pcs	
19	Flashdrive 16GB	2	Pcs	

Note: Bidders must state either "Comply" or Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification", stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Bidder
or Representative

Date

FINANCIAL PROPOSAL SUBMISSION SHEET

Date: _____

The Chairperson
Bids and Awards Committee
Municipality of Guagua

Sir/Madame,

After having carefully read and accepted the terms and conditions in your Request for Quotation hereunder is our quotation for the project, *Procurement of computer supplies to be used in this Municipality (SHP 10-23)*.

Description	Quantity	Unit	Unit Price	Total
Epson ink #003 Black	108	Btls		
Epson ink #003 Cyan	44	Btls		
Epson ink #003 Magenta	43	Btls		
Epson ink #003 Yellow	44	Btls		
Epson Ink #664 Black	16	Btls		
Epson Ink #664 Cyan	10	Btls		
Epson Ink #664 Yellow	10	Btls		
Epson Ink #664 Magenta	10	Btls		
Epson LX310 Ribbon	15	Pcs		
UV Ink 100ml Black	30	Btls		
UV Ink 100ml Cyan	7	Btls		
UV Ink 100ml Magenta	7	Btls		
UV Ink 100ml Yellow	7	Btls		
Wireless Mouse	6	Pcs		
Computer Mouse Pad	2	Pcs		
Keyboard USB	1	Pc		
Flashdrive 32GB	32	Pcs		
Flashdrive 64GB	10	Pcs		
Flashdrive 16GB	2	Pcs		
GRAND TOTAL:				

Very truly yours,

Name of Company

Contact Number

Name/Signature of Representative

Date