



REQUEST FOR QUOTATION

Date : **October 12, 2023**
Quotation No. : **1112-10-2023**

Company Name: _____
Address : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions stating the shortest time of delivery and submit your quotation duly signed by you or your representative on or before 3:00 PM of October 16, 2023 in a sealed envelope.


SHEENA B. GREGORIO
Customer Service Assistant B

General Conditions:

- Bidders must secure a copy of the original Request for Quotation at the La Trinidad Water District Office from the BAC Secretariat during office hours and to be submitted through postal/ courier services or personally delivered to Mrs. Sheena B. Gregorio Customer Service Assistant B, La Trinidad Water District, F.A.249-B, Balili, La Trinidad, Benguet.
- Only Original Copies of Request for Quotation will be evaluated
- All entries must be printed/typed written.
- Delivery period within **THREE (3)** Calendar Days upon receipt of the Purchase Order.
- Warranty shall be for a period of six (6) months for supplies and materials and one (1) year for equipment from date of acceptance by the procuring entity,
- Prices quoted shall be inclusive of taxes, FOB La Trinidad and in Philippine Pesos
- Price validity shall be for a period of Thirty (30) Calendar Days.
- The following shall be attached upon submission of the Request for Quotation:
 - PhilGEPS registration
 - Valid Mayor's Permit
 - Statement that it is not blacklisted or barred from bidding by the Gov't or any of its agency, office, corporation or LGU.
 - Sworn statement that it is not related to the Head of Procuring Entity by consanguinity or affinity up to the third civil degree.
 - Original brochures showing specifications of the products being offered. (if required)
- For Lot Award
All items to be grouped together to form one (1) complete Lot that will be awarded to one Bidder to form one (1) complete contract. Bidder must offer/quote on all items, otherwise, bidder shall be automatically be disqualified.
- Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated therein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.
- 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 LTWD 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.
- The LTWD reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.
- Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each specification stating the corresponding performance of the equipment/ materials/ fittings being offered.

Item No.	Item and Description	Statement of Compliance	Quantity	Unit	Unit Price	Lot Price
ONE LOT SUPPLY AND DELIVERY OF VARIOUS CARTRIDGE						
Bill of Quantities						
1	Toner Cartridge, Black, for Fuji Xerox Machine Model SC2022		(Three) 3	cart		
2	Toner Cartridge, Cyan, for Fuji Xerox Machine Model SC2022		(Two) 2	cart		



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3	Toner Cartridge, Yellow, for Fuji Xerox Machine Model SC2023		(Two) 2	cart		
4	Toner Cartridge, Magenta, for Fuji Xerox Machine Model SC2024		(Two) 2	cart		
5	Drum Cartridge for Fuji Xerox (KCMY)		(Two) 2	cart		
TOTAL PRICE:						
	NOTE:					
	Approved Budget for the Contract: Php 58,200.00					

Delivery period : _____
Warranty : _____
Price validity : _____
Signature _____
Printed Name _____
Tel./Mobile phone No. _____
Facsimile No. _____
E-mail address _____
Date _____

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices quoted above.