



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

Procurement  
Quality Form

**REQUEST FOR QUOTATION**

PCAF-BAC-01  
Version 1

**2019-053**

*Reference Number*

Date: 5/29/2019 6:03 PM

**INSTRUCTIONS:**

1. Interested bidders/suppliers are required to read and follow the instructions carefully.
2. Bid proposals/quotations should be submitted in duplicate copies using this Official Canvass Form.
3. Quotations shall be submitted to **BAC Head Secretariat**, at Philippine Council for Agriculture and Fisheries, 3<sup>rd</sup> Floor, DA-NAFC-LDC Building, Dept. of Agriculture Compound, Elliptical Road, Diliman, Quezon City.
4. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
5. Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier requires.
6. Always indicate the brand name and model of the goods being offered.
7. Price quotations are valid THIRTY (30) calendar days from the declaration of winning bidder.
8. Payment is within THIRTY (30) calendar days from the delivery and receipt of goods.
9. Availability of stocks shall be for SIXTY (60) calendar days from the date of submission of quotation.
10. Delivery period shall be based on the date stated in the approved Purchase Order (PO).
11. Quotations through email should bear the signature of the supplier and shall be addressed to the Head Secretariat at [nafcbacsec@yahoo.com.ph](mailto:nafcbacsec@yahoo.com.ph) or [pcafbac@gmail.com](mailto:pcafbac@gmail.com)
12. Quotations through FAX are allowed for suppliers outside Metro Manila only.
13. Quotations should be inserted on sealed envelopes with signature of bidder across the flap thereon. The name of the company, telephone number and PR Number should be written on the face of the envelope.
14. Awarding shall be done by (Item)
15. Mode of procurement: (Small Value Procurement)
16. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
17. **CERTIFICATE of PHILGEPS REGISTRATION** must be submitted along with sealed bids.

**Date of RFQ:** May 30, 2019

**Deadline for Submission:** June 6, 2019

Please quote your lowest price for the hereinafter listed good/s strictly following the instructions above.

PR No.: <b>19-05-253</b>		End user: <b>PCAF</b>	Suppliers/Bidders Portion (Must indicate both unit & price quotations)		
Total ABC: <b>PHP 539,414.00</b>					
Quantity	Unit	Item Description	Brand/Model	Unit Cost	Total Cost
4	Cart.	Ink cartridge EPSON L1800- black			
3	Cart.	Ink cartridge EPSON L1800- cyan			
3	Cart.	Ink cartridge EPSON L1800- yellow			
2	Cart.	Ink cartridge EPSON L1800- magenta			
3	Cart.	Ink cartridge EPSON L1800- light cyan			
3	Cart.	Ink cartridge EPSON L1800- light magenta			
6	Cart.	Toner cartridge- HP CB436A, black			
2	Cart.	Toner cartridge- Canon 319 II			
2	Cart.	Ink Cartridge- Canon G1000, black			
2	Cart.	Ink Cartridge- Canon G1000, cyan			
2	Cart.	Ink Cartridge- Canon G1000, yellow			
2	Cart.	Ink Cartridge- Canon G1000, magenta			
5	Pcs.	Imaging drum kit CF219A			
32	Cart.	Ink cartridge, EPSON C13T664100 (T6641), black			
19	Cart.	Ink cartridge, EPSON C13T664300 (T6643), magenta			
5	Cart.	Ink cartridge, HP C9351AA, (HP21), black			
4	Cart.	Ink cartridge, HP C9352AA, (HP22), Tri-color			
6	Cart.	Ink cartridge, HP CC640WA (HP60), Black			
4	Cart.	Ink cartridge, HP CC643WA (HP60), Tri-color			
14	Cart.	Ink cartridge, HP CD887AA, (HP703), Black			
13	Cart.	Ink cartridge, HP CD888AA, (HP703), Tri-color			
64	Cart.	Ink cartridge, HP CN692AA, (HP704), black			
48	Cart.	Ink cartridge, HP CN693AA, (HP704), Tri-color			
2	Cart.	Ink cartridge, HP CC640WA, (HP680), black			
2	Cart.	Ink cartridge, HP CC643WA, (HP680), Tri-color			
8	Cart.	Toner cartridge, HP CB435A, Black			
36	Cart.	Toner cartridge, HP CE285A (HP85A), Black			
33	Cart.	Toner cartridge, HP CF217A (HP17A), Black Laserjet			
2	Cart.	Toner cartridge, HP Q2612A, Black			
6	Pcs.	Flash Drive, 16GB capacity			
14	Pcs.	Mouse, optical, USB connection type			

Purpose: For official use of PCAF for 2<sup>nd</sup> Quarter office and computer supplies.



**ESTRELLA V. TULAY**  
Chairperson, BAC

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Canvasser

*The PCAF Bids & Awards Committee (BAC)  
3<sup>rd</sup> Floor, DA-NAFC-LDC Building, DA Compound, Elliptical Road,  
Diliman, Quezon City*

*Sir:*  
*In connection with your Request for Quotation, I/We have carefully read, fully understood your instructions and requirements. I/We agree to furnish/deliver, in conformity with the above-stated specifications, any/all of the items described/required shall be based on the date stated in the approved Purchase Order (PO).*

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Designation of Supplier

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address of Company/Firm

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Tax Identification Number