



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IV-B
Commonwealth Avenue, Quezon City, Philippines

REQUEST FOR QUOTATION

Date: March 11, 2019

RFQ No. 2019 - 010

The Commission on Audit (COA) Regional Office No. IV-B, Commonwealth Avenue, Quezon City, through its Bids and Awards Committee, shall undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 for the **Purchase of six (6) units of Printer Laser Monochrome** with the following description:

Unit	Item/Description	Qty	Unit Price	Total Price
unit	Printer Laser Monochrome Specifications: Print Speed: Up to 30/32 ppm (A4/Ltr) Automatic 2-sided Print/Scan/Copy 35 sheet Automatic Document Feeder 250 sheet Paper Tray & Manual Feed Slot	6		

The Approved Budget for the Contract (ABC) is **₱ 114,000.00**

Terms and Conditions:

1. All entries must be legibly written.
2. Prices offers exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. Total price quotation shall be inclusive of taxes.
4. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

The supplier with the lowest calculated price quotation shall submit the following documents before issuance of Notice of Award:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income and Business Tax Return
4. Omnibus Sworn Statement

Submission of price quotation is not later than seven (7) calendar days from publication to COA website, PhilGEPS and in a conspicuous place at the COA Regional Office No. IV-B premises of this Request for Quotation, from 8:00 A.M. to 5:00 P.M. at the Administration, Training and Finance Services, Commission on Audit, Regional Office No. IV-B, Commonwealth Avenue, Quezon City

For further inquiries, please contact:

Ms. Leodivina A. De Leon

Head, BAC Secretariat

COA Regional Office No. IV-B, Quezon City

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BAC Member

PRICE QUOTATION

TO : **Ms. LEODIVINA A. DE LEON**
Service Chief
Administrative, Training and Finance Services
COA Regional Office No. IV-B
Commonwealth Avenue, Quezon City

Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation for the **Purchase of Portable Sound System** (Small Value Procurement), hereunder is our quotation for the item/s:

Unit	Item/Description	Qty	Unit Price	Total Price
unit	Printer Laser Monochrome Specifications: Print Speed: Up to 30/32 ppm (A4/Ltr) Automatic 2-sided Print/Scan/Copy 35 sheet Automatic Document Feeder 250 sheet Paper Tray & Manual Feed Slot	6		
GRAND TOTAL				

The price quotation is inclusive of taxes. The price offered is not subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

Company Name

Complete Address

Quoted by:

Printed Name and Signature

Tel. No./Cellphone No./E-mail address

Date