



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

REQUEST FOR QUOTATION

Date: October 14, 2019

RFQ No. 2019 - 031

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 various Office Equipment & Supplies for Provincial Satellite Auditing Office (PSAO) Puerto Princesa City, Palawan,** with the following description:

Unit	Item/Description	Qty	Unit Price	Total Price
unit	<b>Printer Ink Tank (Refill) with ADF</b> Specs: Continuous printer; Wi-Fi ready; USB Ethernet; Printer Function Type: Mutli-Function, Faxing, Scanning Printing Type: Black & White, Colored Print Resolution: 600 x 600 DPI Scanner Type: Flatbed Warranty Period: 2 years	2		
pc	Top glass for Table (23.5" x 59") 30mm thick	53		
pc	Foldable ladder 8 ft. indoors	1		
pc	Side Table ( 1ft x 1 ft)	1		
pc	Bulletin Cork Board with Frame (2ft x 3ft)	2		
pc	Floor mats	12		
pc	Soil Steel rake ( gardening)	1		
pc	Gardening Hose (5/8" x 100ft)	1		
pc	Broom	3		
pc	360 Rotating Spin Mop, with 2 mop heads and bucket	1		
pc	Glass wiper with adjustable reach handle	1		
pc	Extension Wires ( 5 meters)	3		
pc	Fire Extinguisher (10 lbs/4.54 kg capacity, 7.30kg gross weight; 1.37 mpa operating pressure; 2.75 mpa test pressure; for residential and non-residential use)	8		

The Approved Budget for the Contract (ABC) is **₱ 361,200.00**

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

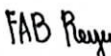
COA Regional Office No. IV-B, Quezon City

Telefax Nos. 931-9304 / 951-3815

Email address: [ladeleon@coa.gov.ph](mailto:ladeleon@coa.gov.ph)

  
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BAC Member

  
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BAC Member

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 various Office Equipment & Supplies for Provincial Satellite Auditing Office (PSAO) Puerto Princesa City, Palawan**, (Small Value Procurement), hereunder is our quotation for the item/s:

Unit	Item/Description	Qty	Unit Price	Total Price
unit	<b>Printer Ink Tank (Refill) with ADF</b> Specs: Continuous printer; Wi-Fi ready; USB Ethernet; Printer Function Type: Mutli-Function, Faxing, Scanning Printing Type: Black & White, Colored Print Resolution: 600 x 600 DPI Scanner Type: Flatbed Warranty Period: 2 years	2		
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<b>GRAND TOTAL</b>				

*Purchase of various Office Equipment & Supplies for Provincial Satellite Auditing Office (PSAO) Puerto Princesa City, Palawan.*

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.

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Company Name

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Complete Address

Quoted by:

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Printed Name and Signature

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

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Date