REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

PROCUREMENT OF VARIOUS PRINTER CONSUMABLES

P.R. No./Date Received: **22-03016 | 04 March 2022** RFQ/P No. / Date: **2022-03-0010** **08-Mar-22**

The **Constuction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached ***Terms of Reference/Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please check the appropriate documents needed to be submitted by the bidder. Please refer to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- ☑ **Mayor's/Business Permit**
- ☑ **PhilGEPS Registration Number**
- ☐ **Professional License/Curriculum Vitae for consulting services**
- ☐ **PCAB Licence**
- ☐ **Net Financial Contracting Capacity Computation**
- ☐ **Latest Income/Business Tax Return**
- ☐ **Notarized Omnibus Sworn Statement**
- ☐ **Signed Terms of Reference or Technical Specifications,** if applicable
- ☑ **BIR Certficate of Registration (BIR Form No. 2303)**

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to ***ciapbac@construction.gov.ph*** on or before ***14 March 2022, 5:00 PM***, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed ***Terms of Reference/Technical Specifications*** .
10. Payment shall be made through ***check payment (Landbank).***
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

RUSSELL N. RACELIS
Secretariat, Bids and Awards Committee
CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City
Telephone: (+632)8896-4507 | e-mail: ciapbac@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	LOT	₱ 61,700.00	3 carts, Drum Cartridge (CT351005)			
			1 cart, Toner Cartridge (CT202634) - Black			
			4 sets, Consumable Ink Bottles for Epson L6170 (001) - Black, Cyan, Magenta, Yellow			
Total ABC		₱61,700.00			TOTAL Amount	
Delivery and Other Instructions:			*Delivery within 15 to 30 days from the date of receipt of Purchase Order*			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____