



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



RFQ No. 25-05-058

REQUEST FOR QUOTATION

Procurement Project Title :	Procurement of Ink Toner Cartridges (Lot 1-2)		
Approved Budget for the Contract (ABC):	L1 – Php297,450.00 L2 – Php36,850.00	Purchase Request No.:	<u>25-05-058</u>
End-User :	ADMIN	Delivery Period:	30 days upon receipt of Purchase Order (PO)
Source of Funds:	GAA	Deadline for Submission of bids:	15 May 2025 5:00 PM

Date: 9 May 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Rule V, Section 42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: teddy.santos@pia.gov.ph
Tel No. 8920-43-38/Mobile No. 0938-945-6834

Suppliers are required to submit the following prior to notification of award:

- Valid & current Mayor's/Business permit for 2025;
- Valid & current PhilGEPS Registration Certificate/Number;
- Income Tax Return (for ABCs above P500K)
- Omnibus Sworn Statement (for ABCs above P50K);
- Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act (RA) 12009 or the New Government Procurement Act and its IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
	LOT 1			
cart	INK CARTRIDGE, CANON PG-810, Black	2		
cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	2		
cart	INK CARTRIDGE, HP CZ107AA (HP678), Black	2		
cart	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	5		
cart	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	34		
cart	INK CARTRIDGE, HP F6V27AA (HP680), Black	38		
cart	INK CARTRIDGE, HP LOS63AA (HP955XL), Cyan	1		
cart	INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta	1		
cart	INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow	1		
cart	TONER CARTRIDGE, HP CE505A, Black	7		
cart	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	1		
cart	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	1		
cart	TONER, CANON LBP 6000, Cartridge 325	1		
bottle	INK CART, EPSON 003, Black	88		
bottle	INK CART, EPSON 003, Yellow	43		
bottle	INK CART, EPSON 003, Cyan	45		
bottle	INK CART, EPSON 003, Magenta	44		
drum	HP CE314A (126A), Imaging Drum	2		
cart	TONER CART, HP CF210A (131A), Black	5		
cart	TONER CART, HP CF211A (131A), Cyan	3		
cart	TONER CART, HP CF212A, (131A) Yellow	3		
cart	TONER CART, HP CF213A (131A) Magenta	3		
bottle	Epson Ink 008 Black, Ink Color: Black	3		
bottle	Epson Ink 008, Ink Color: Cyan	3		
bottle	Epson Ink 008, Ink Color: Magenta	3		
bottle	Epson Ink 008, Ink Color: Yellow	3		
	Note: Supplier must provide documentation of Authorized distributorship or certification.			
	Approved Budget for the Contract (ABC): L1 – Php297,450.00	GRAND TOTAL Amount in Words : _____ In Figures : Php _____		
	LOT 2			
cart	HP Toner Cartridge 335X	1		
cart	Epson Black C13T11F100 for Epson Workforce Pro C5890 Printer	1		
cart	Epson Cyan C13T11F200 for Epson Workforce Pro C5890 Printer	2		
cart	Epson Magenta C13T11F300 for Epson Workforce Pro C5890 Printer	2		
cart	Epson Yellow C13T11F400 for Epson Workforce Pro C5890 Printer	2		
	Note: Supplier must provide documentation of Authorized distributorship or certification.			
	Approved Budget for the Contract (ABC): L2 – Php36,850.00	GRAND TOTAL Amount in Words : _____ In Figures : Php _____		

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:	
Company Address :	
Submitted by : (Authorized Representative)	_____
Designation	Signature Over Printed Name
Telephone No / Mobile No	
Email Address :	
Date Submitted :	

TECHNICAL SPECIFICATIONS

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

PROJECT TITLE: Procurement of Ink Toner Cartridges (Lot 1-2)				
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE
LOT 1				
2	cart	INK CARTRIDGE, CANON PG-810, Black		
2	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black		
2	cart	INK CARTRIDGE, HP CZ107AA (HP678), Black		
5	cart	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color		
34	cart	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color		
38	cart	INK CARTRIDGE, HP F6V27AA (HP680), Black		
1	cart	INK CARTRIDGE, HP LOS63AA (HP955XL), Cyan		
1	cart	INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta		
1	cart	INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow		
7	cart	TONER CARTRIDGE, HP CE505A, Black		
1	cart	TONER CARTRIDGE, HP CF411A (HP410A), Cyan		
1	cart	TONER CARTRIDGE, HP CF412A (HP410A), Yellow		
1	cart	TONER, CANON LBP 6000, Cartridge 325		
88	bottle	INK CART, EPSON 003, Black		
43	bottle	INK CART, EPSON 003, Yellow		
45	bottle	INK CART, EPSON 003, Cyan		
44	bottle	INK CART, EPSON 003, Magenta		
2	drum	HP CE314A (126A), Imaging Drum		
5	cart	TONER CART, HP CF210A (131A), Black		
3	cart	TONER CART, HP CF211A (131A), Cyan		
3	cart	TONER CART, HP CF212A, (131A) Yellow		
3	cart	TONER CART, HP CF213A (131A) Magenta		
3	bottle	Epson Ink 008 Black, Ink Color: Black		
3	bottle	Epson Ink 008, Ink Color: Cyan		
3	bottle	Epson Ink 008, Ink Color: Yellow		
3	bottle	Epson Ink 008. Ink Color: Magenta		

		<i>Note: Supplier must provide documentation of Authorized distributorship or certification.</i>		
		LOT 2		
1	cart	HP Toner Cartridge 335X		
1	cart	Epson Black C13T11F100 for Epson Workforce Pro C5890 Printer		
2	cart	Epson Cyan C13T11F200 for Epson Workforce Pro C5890 Printer		
2	cart	Epson Magenta C13T11F300 for Epson Workforce Pro C5890 Printer		
2	cart	Epson Yellow C13T11F400 for Epson Workforce Pro C5890 Printer		
		<i>Note: Supplier must provide documentation of Authorized distributorship or certification.</i>		
DELIVERY PERIOD: Thirty (30) days upon receipt of Purchase Order (PO)				
PRICE VALIDITY: Sixty (60) Calendar Days				

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	
	_____ Signature Over Printed Name
Date :	



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12024230
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title PROCUREMENT OF INK TONER CARTRIDGES (LOT 1-2)
Area of Delivery Metro Manila

Solicitation Number:	25-05-058	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment Supplies and Consumables	Date Published	09/05/2025
Approved Budget for the Contract:	PHP 334,300.00	Last Updated / Time	08/05/2025 19:23 PM
Delivery Period:	30 Day/s	Closing Date / Time	15/05/2025 17:00 PM
Client Agency:			
Contact Person:	Teddy Leinne Escudro Santos Procurement Staff Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 teddy.santos@pia.gov.ph		

Description

RFQ No. 25-05-058

REQUEST FOR QUOTATION

Procurement Project Title : Procurement of Ink Toner Cartridges (Lot 1-2)

Approved Budget for the Contract (ABC): L1 – Php297,450.00

L2 – Php36,850.00 Purchase Request No.: 25-05-058

End-User : ADMIN Delivery Period: 30 days upon receipt of Purchase Order (PO)

Source of Funds: GAA Deadline for Submission of bids: 15 May 2025

5:00 PM

Date: 9 May 2025

The Philippine Information Agency (PIA), through its Procurement Section – Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Rule V, Sec.42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: teddy.santos@pia.gov.ph
Tel No. 8920-43-38/Mobile No. 0938-945-6834

Suppliers are required to submit the following prior to notification of award:

- a. Valid & current Mayor's/Business permit for 2025;
- b. Valid & current PhilGEPS Registration Certificate/Number;
- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

- 1. Bidders shall provide the correct and accurate information required in this form.
- 2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
- 3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
- 4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
- 5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
- 6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
- 7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
- 8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
- 9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
- 11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
- 12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
- 13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate 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 applicable to it.
- 14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act (RA) 12009 or the New Government Procurement Act and its IRR.
- 15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
- 16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT DESCRIPTION QTY UNIT COST TOTAL AMOUNT

LOT 1

- cart INK CARTRIDGE, CANON PG-810, Black 2
- cart INK CARTRIDGE, EPSON C13T664100 (T6641), Black 2
- cart INK CARTRIDGE, HP CZ107AA (HP678), Black 2
- cart INK CARTRIDGE, HP CZ108AA (HP678), Tri-color 5
- cart INK CARTRIDGE, HP F6V26AA (HP680), Tri-color 34
- cart INK CARTRIDGE, HP F6V27AA (HP680), Black 38
- cart INK CARTRIDGE, HP LOS63AA (HP955XL), Cyan 1
- cart INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta 1
- cart INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow 1
- cart TONER CARTRIDGE, HP CE505A, Black 7
- cart TONER CARTRIDGE, HP CF411A (HP410A), Cyan 1
- cart TONER CARTRIDGE, HP CF412A (HP410A), Yellow 1
- cart TONER, CANON LBP 6000, Cartridge 325 1
- bottle INK CART, EPSON 003, Black 88
- bottle INK CART, EPSON 003, Yellow 43
- bottle INK CART, EPSON 003, Cyan 45
- bottle INK CART, EPSON 003, Magenta 44
- drum HP CE314A (126A), Imaging Drum 2
- cart TONER CART, HP CF210A (131A), Black 5
- cart TONER CART, HP CF211A (131A), Cyan 3
- cart TONER CART, HP CF212A, (131A) Yellow 3
- cart TONER CART, HP CF213A (131A) Magenta 3
- bottle Epson Ink 008 Black, Ink Color: Black 3
- bottle Epson Ink 008, Ink Color: Cyan 3
- bottle Epson Ink 008. Ink Color: Magenta 3
- bottle Epson Ink 008, Ink Color: Yellow 3

Note: Supplier must provide documentation of Authorized distributorship or certification.

Approved Budget for the Contract (ABC): L1 – Php297,450.00

GRAND TOTAL

Amount in Words : _____

In Figures : Php _____

LOT 2

cart HP Toner Cartridge 335X 1

cart Epson Black C13T11F100 for Epson Workforce Pro C5890 Printer 1

cart Epson Cyan C13T11F200 for Epson Workforce Pro C5890 Printer 2

cart Epson Magenta C13T11F300 for Epson Workforce Pro C5890 Printer 2

cart Epson Yellow C13T11F400 for Epson Workforce Pro C5890 Printer 2

Note: Supplier must provide documentation of Authorized distributorship or certification.

Approved Budget for the Contract (ABC):

L2 – Php36,850.00

GRAND TOTAL

Amount in Words : _____

In Figures : Php _____

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:

Company Address :

Submitted by : (Authorized Representative)

Signature Over Printed Name

Designation

Telephone No / Mobile No

Email Address :

Date Submitted :

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

PROJECT TITLE: Procurement of Ink Toner Cartridges (Lot 1-2)

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/ Model, etc.)

STATEMENT OF COMPLIANCE

LOT 1

2 cart INK CARTRIDGE, CANON PG-810, Black

2 cart INK CARTRIDGE, EPSON C13T664100 (T6641), Black

2 cart INK CARTRIDGE, HP CZ107AA (HP678), Black

5 cart INK CARTRIDGE, HP CZ108AA (HP678), Tri-color

34 cart INK CARTRIDGE, HP F6V26AA (HP680), Tri-color

38 cart INK CARTRIDGE, HP F6V27AA (HP680), Black

1 cart INK CARTRIDGE, HP LOS63AA (HP955XL), Cyan

1 cart INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta

1 cart INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow

7 cart TONER CARTRIDGE, HP CE505A, Black

1 cart TONER CARTRIDGE, HP CF411A (HP410A), Cyan

1 cart TONER CARTRIDGE, HP CF412A (HP410A), Yellow

1 cart TONER, CANON LBP 6000, Cartridge 325

88 bottle INK CART, EPSON 003, Black

43 bottle INK CART, EPSON 003, Yellow

45 bottle INK CART, EPSON 003, Cyan

44 bottle INK CART, EPSON 003, Magenta

2 drum HP CE314A (126A), Imaging Drum

5 cart TONER CART, HP CF210A (131A), Black

3 cart TONER CART, HP CF211A (131A), Cyan

3 cart TONER CART, HP CF212A, (131A) Yellow

3 cart TONER CART, HP CF213A (131A) Magenta

3 bottle Epson Ink 008 Black, Ink Color: Black

3 bottle Epson Ink 008, Ink Color: Cyan

3 bottle Epson Ink 008, Ink Color: Yellow

3 bottle Epson Ink 008. Ink Color: Magenta

Note: Supplier must provide documentation of Authorized distributorship or certification.

LOT 2

1 cart HP Toner Cartridge 335X

1 cart Epson Black C13T11F100 for Epson Workforce Pro C5890 Printer
2 cart Epson Cyan C13T11F200 for Epson Workforce Pro C5890 Printer
2 cart Epson Magenta C13T11F300 for Epson Workforce Pro C5890 Printer
2 cart Epson Yellow C13T11F400 for Epson Workforce Pro C5890 Printer

Note: Supplier must provide documentation of Authorized distributorship or certification.

DELIVERY PERIOD: Thirty (30) days upon receipt of
Purchase Order (PO)
PRICE VALIDITY: Sixty (60) Calendar Days

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name
Date :

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Lot 1 Procurement of Ink Toner Cartridges	Lot 1 Procurement of Ink Toner Cartridges	1	Lot	297,450.00
2	Lot 2 Procurement of Ink Toner Cartridges	Lot 2 Procurement of Ink Toner Cartridges	1	Lot	36,850.00

Created by Ronelio N Hernandez
Date Created 08/05/2025

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