



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers/distributors to quote their *lowest price* on the items listed below subject to the General Conditions stated herein and submit the same duly signed by their authorized representatives not later than **07 September 2020 (Monday)**:

NAME OF PROJECT : PROCUREMENT OF INKS AND TONERS FOR THE EXISTING HP COLOR PRINTERS OF THE PRESIDENTIAL MANAGEMENT STAFF

TERMS OF REFERENCE :

I. RATIONALE

The Presidential Management Staff (PMS) requires toners and inks for its various printers for its day-to-day operations. Most of its toners and inks are being procured from the DBM-Procurement Service (DBM-PS) in compliance with Administrative Order No. 15 dated 28 July 2011 which provides that "*Common-use supplies shall be procured directly from the DBM-PS or its depots without need of public bidding*". Further, Section 53.5 of the Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, s. 2016 states that Procurement Entities may also procure "*goods, infrastructure projects and consulting services from another agency of the GOP, such as the DBM-PS, which is tasked with a centralized procurement of Common-Use Supplies for the GOP in accordance with Letters of Instruction No. 755 and E.O. 359, s. 1989*".

However, there are toners and inks required by PMS, which are not available at the DBM-PS and therefore need to be purchased from other sources.

II. LEGAL BASIS

Section 10, Rule IV of the Implementing Rules and Regulations (IRR) of R.A. No. 9184 provides that "*All procurement shall be done through competitive bidding, except as provided in Rule XVI of the IRR (Alternative Methods of Procurement)*."

III. SCOPE

This TOR shall govern the procurement (involving supply and delivery) of the following inks and toners for existing HP Color printers of PMS for CY 2020, to be conducted by the PMS Bids and Awards Committee.

| INKS/TONERS | QUANTITY |
|--------------------|-----------------|
| HP Ink 955XL Black | 40 |

| INKS/TONERS | QUANTITY |
|-----------------------|----------|
| HP Ink 955XL Cyan | 25 |
| HP Ink 955XL Magenta | 25 |
| HP Ink 955XL Yellow | 25 |
| HP Toner 508A Black | 20 |
| HP Toner 508A Cyan | 12 |
| HP Toner 508A Magenta | 12 |
| HP Toner 508A Yellow | 12 |

IV. DELIVERABLES/REQUIREMENTS FROM THE SUPPLIERS

1. The prospective bidders shall bid for the supply and delivery of inks and toners for HP color printers, to the PMS at the AAP Tower, No. 683 Aurora Boulevard, Quezon City.
2. The prospective bidders shall submit a notarized sworn statement that they are authorized distributor, reseller or supplier of HP color inks and toners.

V. SCHEDULE OF DELIVERY

Delivery shall be made within 10 days upon receipt of the Notice to Proceed.

VI. CONTRACT COST AND PAYMENT

1. All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.
2. Payment shall be made upon delivery.
3. The estimated budget for the ink and toner is **P680,000.00**. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. The PhilGEPS Registration Number, Mayor's or Business Permit, Income or Business Tax Return and Notarized Omnibus Sworn Statement shall be attached to the quotation.
3. The prospective bidders may submit an offer that provides for superior quality and/or better terms and conditions at **no extra cost** to the PMS.
4. All quotations shall be considered as **fixed prices** and, are, therefore, **not subject to price escalation** during contract implementation.
5. All transactions are subject to withholding of appropriate taxes and fees.
6. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

7. A penalty of one-tenth of one percent (0.001) of the total value of the unperformed portion for every day of delay shall be imposed until such goods or services are finally delivered or performed and accepted by PMS.

For further inquiries, please coordinate with Atty. Julius P. Alegrado or Mr. Migel S. Demdam at telephone number (02) 8733-4888 or at cellphone number 0917 817 3257. The Quotation may be submitted through e-mail at bac@pms.gov.ph.

The PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.


Asec. MA. VIVIAN R. PUNO
Chairperson, PMS-Bids and Awards Committee