



**REQUEST FOR QUOTATION
 NO.: RFQ-2025-085**

Date: **August 19, 2025**

Name of the Company : _____
Address : _____
Contact No. : _____
PhilGEPS Registration No. : _____

Sir/Madam:

Please quote your best offer (lowest net, price, taxes, and government discount terms included) and **submit your Quotation duly signed by you or your duly authorized representative not later than August 26, 2025 @ 10:00 AM** for:

Name of the Project : **SUPPLY AND DELIVERY OF RICOH GESTETNER TONER FOR SUPPLY, LEGAL AND ADMIN AT LAOAG INTERNATIONAL AIRPORT**
Location : **LAOAG INTERNATIONAL AIRPORT**
Terms of Reference :

Sealed quotations must be submitted either personally to Ms. Josephine R. Flores, Head, Secretariat of the Bids and Awards Committee of CAAP Area I (BAC Area I) or e-mail at bac_area1@caap.gov.ph. For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

1. **The following documents must be attached upon submission of the Quotation:**
 - a) Mayor's Permit
 - b) PhilGEPS Certificate of Registration
2. All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
3. Payment shall be made through check.


ATTY. RIZZA JOY S. VALLESTERO
 Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

ITEM DESCRIPTION (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	Unit Price	Total Price	Yes	No	
RICOH-GESTETNER IMC2000 (Supply and Legal)								
1. Toner Black for IMC2000	₱16,275.00	3	piece					



2. Toner Cyan for IMC2000	₱32,025.00	3	piece					
3. Toner Magenta for IMC2000	₱32,025.00	3	piece					
4. Toner Yellow for IMC2000	₱32,025.00	3	piece					
5. Toner Black for MP2014AD	₱7,400.00	2	piece					
RICOH-GESTETNER IMC2010 (Admin Office)								
1. Toner Black for IMC2010	₱18,099.00	3	piece					
2. Toner Cyan for IMC2010	₱32,976.00	3	piece					
3. Toner Magenta for IMC2010	₱32,976.00	3	piece					
4. Toner Yellow for IMC2010	₱32,976.00	3	piece					
TOTAL ABC	₱236,777.00							
GRAND TOTAL:								

Note: Quotation for each item must not exceed the ABC per item. Failure to submit the duly accomplished Request for Quotation (RFQ) form shall result in automatic disqualification and shall be construed as a refusal to accept the terms and conditions set forth in this procurement notice. This is a one (1) lot procurement.

CONFORME:

**Signature over Printed Name
 Supplier/Dealer/Contractor**





TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
4. Quotations exceeding the ABC shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
6. *The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.*
7. The Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
8. *Date of Completion/Delivery:* In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
9. *Mode and Terms of Payment:* Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (LIA) shall rescind 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 open to it.

NOTE: The aforesaid Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by RA 9184.

