

**PHILIPPINE GUARANTEE CORPORATION**  
**(formerly Philippine Export-Import Credit Agency)**  
17/F Citibank Tower, Citibank Plaza, Valero Street, Makati City, 1226  
Tel. No 885-4700/Fax #.893-4852

**REQUEST FOR QUOTATION**

**QUOTATION NO:** 1220000627

**DATE:** 21-FEB-2020

**GENTLEMEN:**

We are in the market for the following items. If you are interested and in a position to furnish the same, we shall be glad to have your best prices, terms and condition of delivery submitted not later than **2-MAR-20/2:00PM**

Item No.	Item Description	QTY	UNIT	UNIT PRICE			TOTAL AMOUNT
				BASE	VAT	TOTAL	
OFS00190	Toner for Fuji Xerox Docu Print 3105	1	CTE				
OFS00193	Toner for Fuji Xerox DocuPrint C5005	1	CTE				
OFS00191	Toner for Fuji Xerox Docu Print M465 AP	1	CTE				

**Specifications:** brand new/original

**Budget:** PhP 65,000.00 VAT Inclusive

For more information, please contact:

- **MR. DENNIS A. JAPSON/MS. VENESSA T. PELIAS/MR. JESSIE C. POSA** (Administration Unit)  
tel no.885-4700 /dajapson@philguarantee.gov.ph/vtpelias@philguarantee.gov.ph

Please submit your sealed proposal addressed to: **Milagros Mercado Baet**  
VP & OIC, Administration Unit

**TERMS OF PAYMENT :** 15 days upon acceptance

**DELIVERY Terms :** 5-7 working days upon receipt of P.O.

Within three (3) working days from receipt by the bidder of the notice (via email/letter/fax/phone call) that the bidder has the Lowest Calculated Bid, the bidder shall submit the following documentary requirements per Annex "H", Appendix "A" of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 and GPPB Resolution No. 21-2017:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized)
4. BIR Certificate of Registration
5. Other documents that may be required during evaluation

**IMPORTANT**

Submit your **SEALED** quotation signed by the Owner/GM/President/key official addressed to the VP & OIC, Administration Unit-HRAD, 17Floor Citibank Tower, Valero Street, Makati City.

If awarded and you fail to comply with your delivery commitment, or if the items that you shall deliver are not in accordance with your offer and shall be rejected by the end user, award shall be given to the next lower bidder and/or the bid bond, if any, shall be confiscated.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Tel. No.

Very truly yours,

  
**Milagros Mercado Baet**

\_\_\_\_\_  
VP & OIC, Administration Unit