



July 27, 2022

Date

**REQUEST FOR QUOTATION
 SMALL VALUE PROCUREMENT**

INSTRUCTION:

1. Bidders are required to read the instructions and fill all the blanks properly, Prospective Bidders/Suppliers are required to use this official canvass form in accomplishing their bid proposals/quotation.
2. Any specifications other than those required/stated in this form shall not be considered in their evaluation of bid.
3. Quotation must be the lowest price(s), taxes included for the item(s) services listed hereunder including delivery charges.
4. Always indicate the brand name of the offered items (s) or product.
5. Price quotation(s) submitted shall be valid for ONE HUNDRED TWENTY DAYS (120) days reckoned from the deadline for submission of quotations.
6. Terms of payment-Thirty (30) days from delivery of items(s)
7. **Only sealed quotations shall be considered by BAC. The Bidders/Suppliers or Authorized Representative shall indicate on the envelope the RFQ Number and the company name of the bidder/supplier.**
8. Awarding shall be done by **LOT /CATEGORY** only.
9. Delivery and/or Installation Period: 15 calendar days upon receipt of Notice to Proceed

DEADLINE FOR SUBMISSION OF BIDS

August 1, 2022

4:00 PM

ASF 2022-

Date

Time

PR No. 07-135 End-user: SAMUEL JOSEPH M. CASTRO, DVM, MVPH ABC: 150,000.00

Qty.	Unit	Item/Description	ABC (Php)	Offered brand	Unit price	Total cost
1	unit	Multi-function photocopier/printer/scanner, heavy duty	150,000.00			
		Specifications:				
		Replaceable ink pack system (RIPS) with ultra-high page yield of up to 86,000 pages in black and 50,000 pages in col				
		Fast print speed of up to 25ipm				
		Automatic duplex printing and scanning				
		Print, scan, copy, fax wuth ADF				
		Heat-Free Technoly helps to increase productivity abd reduce environment impact				
		Note:				
		Delivery area: BAI Compound				
		Delivery period: 15 calendar days				

LOLITA M. JUMALON

G-EPS Posted

PAUL C. LIMSON, DVM

Chair, Bids and Awards Committee

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Bureau of Animal Industry.

(Signature Over Printed Name)

Authorized Canvasser

The BAI Bids and Awards Committee (BAC)
 Visayas Avenue, Diliman, Quezon City

Sir/Madam:

In connection with the above request, I/We hereby submit our quotation indicated above. I/We have carefully read and fully understand the minimum requirements and agree to furnish and/or effect delivery in conformity with specifications any or all said articles/services described above within _____ working days from receipt of Purchase Order.

Signature Over Printed Name

Name of Company

Tax Identification Number

Telephone Number(s)

Address

(To be filled by Supplier)

Date accomplished

Mandatory Requirements for submission:

- ✓ Mayor's Permit (Updated)
- ✓ PhilGEPS Registration/Certificate (Updated)
- ✓ Income Tax Return (for ABCs above P500k)
- ✓ Omnibus Sworn Statement (For ABCs above P50K) (Unnotarized OSS may be submitted provided that the notarized OSS shall be submitted prior to issuance of Notice of Award.