



DEPARTMENT OF FINANCE  
**PHILIPPINE TAX ACADEMY**

Roxas Boulevard corner Pablo Ocampo Sr. Street  
 Manila 1004



**REQUEST FOR QUOTATION**

Date: January 22, 2025  
 RFQ No.: RFQ-2025-005

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Genuine Printer Cartridge for Canon Printer thru Section 52.1(b)(Shopping)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you and your duly authorized representative not later than the deadline on **27 January 2025 at 09:00 A.M.**

  
 MA. LUISA M. NOTARIO  
 Director IV 

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)
1	lot	Genuine Printer Cartridge for Canon Printer		
10	unit	Canon 069HB Black Cart	₱12,450.00	₱ 124,500.00
5	unit	Canon 069HB Cyan Cart	₱15,200.00	₱ 76,000.00
5	unit	Canon 069HB Magenta Cart	₱15,200.00	₱ 76,000.00
5	unit	Canon 069HB Yellow Cart	₱15,200.00	₱ 76,000.00
		Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance		
		<b>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</b>		
		1. Latest copy of Mayor's / Business Permit (in case of a recently expired mayor's/business permit, official receipt as a proof of renewal shall be submitted)		
		2. PhilGEPS Registration Number		
		4. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO)		
		***Nothing Follows***		
<b>Total</b>				<b>₱ 352,500.00</b>

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by:   
 Ray-ann V. Sorilla  
 Administrative Officer V



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Unit	Quantity	Article/Merchandise/Specification	Unit Price	Total Cost
1	lot	Genuine Printer Cartridge for Canon Printer		
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5	unit	Canon 069HB Cyan Cart		
5	unit	Canon 069HB Magenta Cart		
5	unit	Canon 069HB Yellow Cart		
		Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance		
		Note: The following documents are also required to be submitted along with your quotation on the specified deadline above: 1. Latest copy of Mayor's / Business Permit (in case of a recently expired mayor's/business permit, official receipt as a proof of renewal shall be submitted) 2. PhilGEPs Registration Number 4. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows***		
		<b>Total</b>		

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by:   
 \_\_\_\_\_  
 Ray-ann V. Sorilla  
 Administrative Officer V

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Position/Designation

\_\_\_\_\_  
 Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
 Email address/es

<b>Annex A</b>		
<b>Technical Specifications</b>		
<b>Project Title:</b>	Genuine Printer Cartridge for Canon Printer	
<b>Approved Budget of the Contract (ABC):</b>	Php 352,500.00	
<i>Bidders must state here either "<b>Comply</b>" or any equivalent term in the column "<b>Bidder's</b></i>		
<b>Specification</b>	<b>Bidder's Statement of Compliance</b> (please fill-out)	
Genuine Printer Cartridge for Canon Printer  - CANON 069HB Black Cart - CANON 069HB Cyan Cart - CANON 069HB Magenta Cart - Canon 069HB Yellow Cart		
<b>Delivery Schedule: Within 30 Calendar Days upon receipt of P.O.</b>		
<i>I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.</i>		
_____	_____	_____
<b>Name of Company</b>	<b>Signature of Authorized Representative</b>	<b>Date</b>