



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 8877-4013/4006: Fax 8877-4099 : TIN # 000-844-550

REQUEST FOR QUOTATION

Date: February 3, 2025
Reference No (PR No.): 2025-036

To All Interested Bidders:

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and, in a position, to furnish the same, we shall be glad to have your best price, terms and conditions of delivery, submitted not later than **February 10, 2025 (10:00 AM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,

July R. Suring
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	1	Lot	Supply and delivery of HP toner 1 cart HP CF214CX, Original Black 1 cart HP 659A Black Original LaserJet Toner Cartridge, W2010A 1 cart HP 659A Cyan Original LaserJet Toner Cartridge, W2011A 1 cart HP 659A Yellow Original LaserJet Toner Cartridge, W2012A 1 cart HP 659A Magenta Original LaserJet Toner Cartridge, W2013A 1 cart HP 650A Cyan Original LaserJet Toner Cartridge, CE271A ABC: PhP96,000.00		
2	5	Ream	A3 bond paper (500 sheets per ream) ABC: PhP2,500.00		
3	10	Box	ID Card Case holder with string (3x4 inches) -Horizontal clear transparent -500 pieces/box ABC: PhP5,000.00		



Requirements:

- Valid Mayor's/Business Permit
- PhilGEPS Registration No. (if **PhilGEPS Platinum Certificate** is provided, Mayor's/Business Permit is no longer required)
- Notarized Omnibus Sworn Statement
- Notarized Secretary's Certificate for Authorized Representatives (if applicable)

The price and details of the above offer are certified correct:

_____ Name of Firm (Bidder)	_____ Signature over Printed Name of Bidder's Representative
_____ Address	_____ Business Permit No.
_____ Telephone and/or Mobile No.	_____ Tax Identification Number (TIN)
_____ Email Address	_____ PhilGEPS Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.