



GSIS Government Service Insurance System
Bohol Branch Office, CPG North Avenue, Tagbilaran City 6300

REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM – BOHOL BRANCH OFFICE** invites all interested registered supplies to submit quotations for the following:

Computer supplies with budget worth P 147,173.00:

QTY.	UNIT	Material Number	ARTICLES / SERVICES AND DESCRIPTIONS
2	PC	100694	Pad for Mouse 21 cm x 15.5 cm
4	CTD	100698	Ribbon Epson FX 2175/2190 RN S015327
1	CTD	101111	Developer Cartridge Epson (3k) S050167
1	UNI	101265	Surge Protector 16 AWG 6 sockets
3	CTD	103497	Toner HP (05X) CE505X Black
4	CTD	104470	Toner Samsung MLT-D205E
1	CTD	105814	Ribbon Cartridge, Epson LX310 (S015632)
8	CTD	106000	Toner Cartridge Epson Workforce AL-M300DN

NOTE : Please submit quotation in a SEALED envelope

Forms may be secured from the Office of the Manager, GSIS Bohol Branch starting 14 September 2017. The last day of submission of quotation shall be on 21 September 2017, not later than 3:00 p.m.

Contact Person/s : Gerald Mark A. Bondal

Telephone Number : (038) 501-0579/(038) 235-5208

Place of Submission of Quotations : GSIS Bohol Branch Office
CPG North Avenue,
Tagbilaran City 6300 Bohol



TERMS OF REFERENCE

Supply and Delivery of Computer Supplies for Bohol Branch Office

I. Item for Procurement:

Supply and Delivery of Computer Supplies for GSIS Bohol Branch Office.

II. Approved Budget :

One Hundred Forty Seven Thousand One Hundred seventy Three Pesos Only (PHP 147,173.00) inclusive of all applicable taxes

III. Scope and Specifications:

Supply and Delivery of Computer Supplies for GSIS Bohol Branch Office

IV. 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, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
4. Quotations exceeding the Approved Budget for the Contract shall be rejected;
5. Award of contract shall be made to the lowest quotation (for goods and services) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein;
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
7. The item/s shall be delivered within (7) working days after receipt of Purchase Order;
8. The GSIS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications; and
9. 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 The GSIS 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.

V. Mode of Payment:

1. Payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.
2. Payment shall be subject to all applicable taxes and shall be borne by the supplier.