



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
CONSOLATO GENERALE DELLA REPUBBLICA DELLE FILIPPINE  
MILAN

**REQUEST FOR QUOTATION**

**Procurement and Delivery of Common Computer Supplies and Consumables for the official use of the Philippine Consulate General (PCG) Milan**

Date: 19 February 2020

**TO : All Eligible Bidders**

The Philippine Consulate General –Milan, through its Bids and Awards Committee (BAC), invites Computer Suppliers to bid for the hereunder project:

- Name of Project : Procurement and delivery of Computer Supplies and Consumables for the official use of PCG-Milan.
- Brief Description : PCG Milan intends to procure the above items for the official use of Consular/ATN/Administration and Cultural Sections.
- Procurement Mode : Negotiated Procurement - Small Value Procurement (Sec. 53.9)
- Approved Budget for the Contract (ABC) : Nine Thousand Two Hundred Eighty-Three Euros (€9,283.00) or (Php550,000.00), inclusive of all applicable taxes.
- Contract Duration : One (1) week.

In accordance with the attached Request for Quotation(Annex A), prospective bidders shall accomplish and provide accurate information and submit the duly signed Price Quotation Form (Annex B) not later than **12:00 p.m. on 25 February 2020**.

Open quotations shall be submitted personally at Philippine Consulate General Milan, Via Stelvio 71- Via Bernina 18, 20159, Milan, Italy or through electronic mail (philcongenmilan@gmail.com)

The Philippine Consulate General – Milan reserves the right to accept or reject any or all quotations and to impose additional terms as it may deem proper.

For inquiries, you may contact Mr. Oscar R. Longcanaya, Property Officer, Philippine Consulate General – Milan, at telephone number (+39) 02-6682-5232.

Very truly yours,

**MERSONE J. MELLEJOR**  
Chairperson, BAC, PCG Milan

Date: 19 February 2020

### REQUEST FOR QUOTATION OF PRICES

**Sir/ Madam:**

Please submit your lowest price quotation for the following enumerated items described here below subject to the following conditions:

- Quotation submitted to this office for the item/ s considered is/ are Final Offers. In the event that the price is acceptable, a properly accomplished PURCHASE/ JOB ORDER with the necessary finding certified and the delivery date thereby indicated will be served the supplier/ contractor.
- The Philippine Consulate General - Milan hereby reserves the right to reject any or all offers or accept only those it may consider most economical and advantageous to the government.
- Goods/ services supplied and delivered shall be subject to the usual inspection by the auditor or a duly authorized representative, and
- Payment will only be effected by the strict compliance with the usual prescribed accounting and auditing requirements.

Unit	Quantity	Description
pcs	98	Toner Cart, Samsung MLT-D111S
pcs	18	Toner Cart, Brother TN-2410
packs	5	Toner Cart, HP CE285A, Black (85A)D (2 pcs. per pack)
pcs	6	Drum, Brother DR-2400
pcs	15	External Hard Drive, 1TB
pcs	15	USB, 16GB
pcs	5	Antivirus software, (1 pack for 5 ccomputers)
pcs	12	Mouse, Optical, USB connection type
pc	1	SATA/SSD Hard Drive 1TB, 3.5 inches
pcs	6	Memory computer 4GB, 1333MHZ
pcs	8	Keyboard PC
pc	1	External Hard Drive, 4TB
pcs	2	Video card for computer 2GB
pcs	2	HDMI, (3m)
pcs	2	HDMI, (1m)
pcs	3	Card Reader
pcs	6	USB Hub (6 sockets)
pcs	2	DVI Video cable (1.5m)
pc	1	VGA Splitter

Very truly yours,



**MERSOLE J. MELLEIOR**

Chairperson, BAC, PCG Milan

**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_

We are pleased to quote our lowest price for item herewith:

Unit	Quantity	Description	Unit Cost	Total Cost

**TOTAL AMOUNT IN WORDS:** \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name of Bidder  
Signature over printed name