



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SHOPPING
SECTION 52.1 (b)

Date: _____
PR No: GF-20-02-00146

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF INK, TONER CARTRIDGES AND OTHERS**
Approved Budget for the Contract : **Php 954,648.16**
End-User / Implementing Office : **City Assessor's Office**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than _____ Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI / SEC);
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2018) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

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For any clarification you may contact us at 89884242 loc. 8505/8709.

ATTY. DOMINIC B. GARCIA
Officer-in-Charge/Head, BAC-Secretariat

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. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) 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 City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD 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.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Ink Cartridge CP17, For Gestetner DD334, black	Cart	20		
2	Toner Cartridge Kyocera FS6530, black	Cart	4		
3	Ink Cartridge T7741, black, for Epson M200	Cart	48		
4	Toner Cartridge DCS 2320	Cart	6		
5	Toner Cartridge Brother TN 2480	Cart	6		
6	Toner Cartridge HP 932, black	Cart	18		
7	Toner Cartridge HP 933, cyan	Cart	18		
8	Toner Cartridge HP 933, magenta	Cart	18		
9	Toner Cartridge HP 933, yellow	Cart	18		
10	Ribbon Cartridge, LQ310	Cart	98		
11	Ribbon Cartridge, ERC-38B, black	Cart	500		
12	Toner Cartridge HP37A, black	Cart	15		
13	Stapler – heavy duty, 23/17	Unit	2		
14	Staple wire – heavy duty, 23/17, 70-120 sheets	Box	6		
15	Paper – copy, A3, 420mm x 297mm, 70g	Ream	12		
16	Thermal Paper Roll – Thermal Printing Paper, size: 57mm x 30mm	Roll	1500		
17	Screw Post – 2 ½" foundation, 15s/box (100pcs/box)	box	4		
Total Quoted Amount					

Amount in Words: _____
 _____.

Delivery Period : **Thirty (30) Calendar Days**
 Warranty : _____

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 Email Address