



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : November 24, 2020
PR No. : GF-20-02-00388

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES**

Approved budget of the Contract : **Php 892,097.50**

End-User / Implementing Office : **City Auditor'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 November 27, 2020, 10:00 a.m 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; and
- 5 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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.

Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES**

**Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound**

For any clarification you may contact us at 89884242 loc. 8506/8709.


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 and 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
	Consumables of Epson Series Printer L3110				
1	Compatible Ink Epson, 003, black	Bottle	100		
2	Compatible Ink Epson, 003, Yellow	Bottle	50		
3	Compatible Ink Epson, 003, Magenta	Bottle	50		
4	Compatible Ink Epson, 003, Cyan	Bottle	50		
	Spare parts of Sharp Photocopier Machine, Model No. AR-5623D, SN 1511105X				
5	Drum, AR-205DR	pc	10		
6	Developer, MX-235FV	pc	10		
7	Cleaner Blade, UCLEZ0009QSZZ	pc	10		
8	Toner, MX-235FT	pc	15		
9	Roller, NROLI0187QSZZ	pc	5		
10	Roller, NROLI0186QSZZ	pc	5		
11	Gear, NGERH0221QSZZ	pc	5		
12	Fusing Pressure Bearing, NBRGY0022QSZZ	pc	5		
13	Gear, NGERH0254QSZZ	pc	5		
14	Bearing	pc	5		
15	Felt Fixing Plate	pc	5		
	Toner of Sharp Photocopier Machine Model No. MX-M265N				
16	Toner	pc	15		
17	Clip, backfold, 19mm, 12 pcs per box	box	20		
18	Clip, backfold, 19mm, 25 pcs per box	box	20		
19	Clip, backfold, 19mm, 32 pcs per box	box	20		
20	Clip, backfold, 19mm, 50 pcs per box	box	30		
21	File Folders, Arch Folder, leatherette	pc	300		
22	Copy Paper, 8 1/2x11", subs. 20	ream	200		
23	CD, DVDRW	pc	150		
24	Signpen, V5 hi-tech point 0.5, black	pc	200		
25	Signpen, V5 hi-techpoint 0.5, red	pc	200		
	Total Quoted Amount				

Amount in Words: _____

Delivery Period : Fifteen (15) calendar days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address