



REQUEST FOR QUOTATION
SHOPPING
(SECTION 52.1b)

Date : November 03, 2020
 PR No. : TF-20-09-01628B

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : **PROCUREMENT OF VARIOUS CONSUMABLES (TONER AND OTHERS)**
 Approved budget of the Contract : **Php 964,635.75**
 End-User / Implementing Office : **PROCUREMENT DEPARTMENT**

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 06, 2020, 10:00 AM 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 QC BAC - Goods and Services
- 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 CONSUMABLES (TONER AND OTHERS)**
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

2

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
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 initiated 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
	SUPPLIES FOR COPIER MACHINE (SHARP MX-M465N SN: 45005233)				
1	TONER, MX-561FT	piece	10		
2	DRUM, MX-560DR	piece	1		
3	DEVELOPER, MX-561FV	piece	1		
4	WEB CLEANING KIT, MX-560WC	piece	1		
5	MAIN CHARGER KIT, MX-560MK	piece	1		
6	UPPER HEAT ROLLER KIT, MX-560UH	piece	1		
7	PAPER FEED BASE SHEET, PSHEZ3138FCZZ	piece	2		
	SUPPLIES FOR COPIER MACHINE (SHARP MX-M465N SN: 45003472)				
8	TONER, MX-561FT	piece	10		
9	DRUM, MX-560DR	piece	1		
10	DEVELOPER, MX-561FV	piece	1		
11	WEB CLEANING KIT, MX-560WC	piece	1		
12	MAIN CHARGER KIT, MX-560MK	piece	1		
13	UPPER HEAT ROLLER KIT, MX-560UH	piece	1		
14	LOWER HEAT ROLLER KIT, MX-560LH	piece	1		
15	PAPER FEED BASE SHEET, PSHEZ3138FCZZ	piece	2		
	SUPPLIES FOR COPIER MACHINE (SHARP MX-2614N SN: 65098235)				
16	TONER BLACK, MX-23FTBA	piece	10		
17	TONER CYAN, MX-23FTCA	piece	4		
18	TONER MAGENTA, MX-23FTMA	piece	4		
19	TONER YELLOW, MX-23FTYA	piece	4		
	SUPPLIES FOR COPIER MACHINE (SHARP BP-20C25Y SN: 9F002317)				
20	TONER BLACK, BP-FT20BA	piece	10		
21	TONER CYAN, BP-FT20CA	piece	4		
22	TONER MAGENTA, BP-FT20MA	piece	4		
23	TONER YELLOW, BP-FT20YA	piece	4		
	SUPPLIES FOR COPIER MACHINE (SHARP MX-M5070 SN: 05007792)				
24	TONER, MX-561FT	piece	10		
	Total Quoted Amount				

Amount in Words: _____

3

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address