



**REQUEST FOR QUOTATION**  
**SHOPPING**  
**(SECTION 52.1b)**

Date : December 9, 2020  
 PR No. : GF-20-10-01775

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Project Title : **PROCUREMENT OF VARIOUS SUPPLIES (TONER CARTRIDGE AND OTHERS)**  
 Approved budget of the Contract : **Php 962,747.08**  
 End-User / Implementing Office : **QUEZON CITY GENERAL HOSPITAL**

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 December 14, 2020, 10:00 AM Philippine Standard Time, together with the following documents of your company:

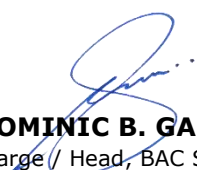
- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 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 SUPPLIES (TONER CARTRIDGE 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

**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
1	ALCOHOL, ethyl, 68%-70%, scented, 500ml	bottle	296		
2	BATTERY, AA, (rechargeable)	packet	5		
3	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	68		
4	CARBON FILM, PE, black, 216mmx330mm, 100 sheets per box	box	115		
5	CLEANER, TOILET BOWL AND URINAL, 900ml-1,000ml cap	bottle	93		
6	CLEARBOOK, A4 SIZE	piece	93		
7	CLIP, BACKFOLD, 19MM, 12 pieces per box	box	84		
8	CLIP, BACKFOLD, 25MM, 12 pieces per box	box	96		
9	CLIP, BACKFOLD, 32MM, 12 pieces per box	box	50		
10	CLIP, BACKFOLD, 50MM, 12 pieces per box	box	71		
11	Columnar notebook, 4 columns	piece	3		
12	Columnar notebook, 24 columns	piece	3		
13	CONTINUOUS FORM, 3 PLY, 280 x 241mm, 500 sheets per box	box	12		
14	CORK BOARD 1/4	piece	1		
15	DATA FOLDER, made of chipboard, with taglia lock	piece	16		
16	DVD REWRITABLE	piece	844		
17	ENVELOPE, EXPANDING, PLASTIC	piece	57		
18	ENVELOPE, PAY	box	6		
19	ERASER, PLASTIC OR RUBBER	piece	93		
20	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	unit	20		
21	FOLDER, FANCY, legal size, 50 pieces per bundle	bundle	16		
22	HOSPITAL FORM #5	piece	30		
23	IN AND OUT TRAY	piece	1		
24	INDEX CARD BOX, 5X8	piece	2		
25	INK CART, BLACK for inkjet multifunctional printer Brother MFC-J3520	cartridge	6		
26	INK CART, COLORED for inkjet multifunctional printer Brother MFC-J3520	cartridge	3		
27	INK CART, CANON GI-790, Black	cartridge	12		
28	INK CART, CANON GI-790, Cyan	cartridge	12		
29	INK CART, CANON GI-790, Magenta	cartridge	12		
30	INK CART, CANON GI-790, Yellow	cartridge	12		
31	INK, FOR CANON PRINTER IP1200, Black	cartridge	8		
32	INK, FOR CANON PRINTER IP1200, Colored	cartridge	4		

33	Ink for Canon printer K10380 black pg-88, fine cartridge	cartridge	10		
34	Ink for Canon printer K10380 colored CL-98 fine cartridge	cartridge	8		
35	INK CART, EPSON C13T6664100 (T6641), Black	cartridge	38		
36	INK CART, EPSON C13T6664200 (T6642), Cyan	cartridge	17		
37	INK CART, EPSON C13T6664300 (T6643), Magenta	cartridge	17		
38	INK CART, EPSON C13T6664400 (T6644), Yellow	cartridge	17		
39	INK COMPATIBLE WITH HP LASERJET PRINTER GT5810-GT 51-Black	bottle	2		
40	INK COMPATIBLE WITH HP LASERJET PRINTER GT5810-GT 52-Cyan	bottle	2		
41	INK COMPATIBLE WITH HP LASERJET PRINTER GT5810-GT 52-Magenta	bottle	2		
42	INK COMPATIBLE WITH HP LASERJET PRINTER GT5810-GT 52-Yellow	bottle	2		
43	CANON Printer Ink Cyan, CLI-726, Canon Pixma	piece	10		
44	CANON Printer Ink Magenta, CLI-726, Canon Pixma	piece	10		
45	CANON Printer Ink Yellow, CLI-726, Canon Pixma	piece	10		
46	CANON Printer Ink Black, CLI-725, Canon Pixma	piece	10		
47	INK, Epson 003, ink for L3110, black	bottle	10		
48	INK, Epson 003, ink for L3110, yellow	bottle	6		
49	INK, Epson 003, ink for L3110, magenta	bottle	6		
50	INK, Epson 003, ink for L3110, cyan	bottle	6		
51	Heavy Duty Automatic Cash Money Bill Counter	piece	3		
52	MAP PIN, ROUND HEAD, 100 pieces per case	case	7		
53	MARKER, PERMANENT, bullet type, black	piece	397		
54	MARKER, PERMANENT, bullet type, blue	piece	115		
55	PUSH PIN, 100 pieces per case	case	4		
56	RAGS, ALL COTTON, 32 pieces per kilo per bundle	bundle	40		
57	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	339		
58	RIBBON, RN8750 for FX2175	piece	2		
59	RIBBON for Printronix P8000	piece	4		
60	RIBBON, FOR MANUAL TYPEWRITER, In box, with each spool individually	spool	15		
61	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	713		
62	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	233		
63	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	150		
64	SIGN PEN, GREEN	piece	10		
65	STAPLE WIRE, HEAVY DUTY, 23/13	box	13		
66	TAPE DISPENSER, TABLE TOP	piece	8		
67	TAPE, PACKAGING, width: 48mm (±1mm)	roll	15		
68	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	315		
69	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack	pack	251		
70	TONER CARTRIDGE, HP Laserjet CF279A	cartridge	37		
71	TONER, PRINTER compatible with SAMSUNG XPRESS MLT-D116L	cartridge	5		
72	TONER PRINTER BLACK compatible with CANON MX 497	cartridge	2		
73	TONER PRINTER CYAN compatible with CANON MX 497	cartridge	2		
74	TONER PRINTER MAGENTA compatible with CANON MX 497	cartridge	2		
75	TONER PRINTER YELLOW compatible with CANON MX 497	cartridge	2		
76	TONER CART, HP LASERJET PRO M12a (MLT-116L)	cartridge	5		
77	Fujixerox - DocuPrint P115w (CT202137)	cartridge	7		
78	Fujixerox - DocuCentre S2320 (CT202384)	cartridge	3		

79	Toner Cartridge Fuji Xerox DocuCentre S2320	piece	3		
80	Samsung M2885FW printer-MLT D116L toner	cartridge	6		
81	Brother MFC-L8900CDW: TN-451(Black)	cartridge	9		
82	Brother MFC-L8900CDW: TN-451(Magenta)	cartridge	9		
83	Brother MFC-L8900CDW: TN-451(Yellow)	cartridge	9		
84	Brother MFC-L8900CDW: TN-451(Cyan)	cartridge	9		
85	Whiteboard with frame 3x4	piece	3		
86	Money Detector	piece	3		
87	Adding Machine, Canon, MP1200-FTS, 12 digits, 2 color print	piece	3		
88	Tape for adding machine	roll	100		
89	Ballpoint pen, black	piece	68		
90	Kyocera Toner TK-1175 for ECOSYS M26401DW/L	piece	1		
91	Incandescent Bulb 50 watts	piece	16		
92	Toner Cartridge, Kyocera KM-1635	cartridge	1		
93	Ink Liquid, Epson Printer Black Pigment T774	cartridge	25		
94	Ink for Epson L310, T664 - black	bottle	49		
95	Ink for Epson L310, T664 - cyan	bottle	30		
96	Ink for Epson L310, T664 - magenta	bottle	30		
97	Ink for Epson L310, T664 - yellow	bottle	30		
98	Corkboard with frame 2 x 2	piece	1		
				<b>Total Quoted Amount</b>	

Amount in Words: \_\_\_\_\_

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Delivery Period : Fifteen (15) calendar days  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address