



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 52.1b**

Date: DEC 09 2020  
 PR No: GF-20-10-01947

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Project Title : **Procurement of Ink Cartridge and Others**  
 Approved Budget for the Contract : **Php 407,780.25**  
 End-User / Implementing Office : **City Treasurer'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 DEC 14 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;
- 5 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the QC-BAC Goods & Services;
- 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 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
1	Paper, multi-copy 80 gsm, size: 210mm x 297mm, A4	Ream	11		
2	Continuous Form 1 ply, 280mm x 241mm, 2000 sheets per box	Box	8		
3	Continuous Form 3 ply, 280mm x 241mm, 500 sheets per box	Box	9		
4	Paper, multi-copy 80 gsm, size: 216mm x 330mm, legal	Ream	17		
5	Paper, multi-purpose 70 gsm, size: 261mm x 330mm, legal	Ream	8		
6	Marker, permanent, bullet type, black	Piece	12		
7	Marker, permanent, bullet type, blue	Piece	12		
8	Sign Pen liquid/gel ink, 0.5mm needle tip, black	Piece	16		
9	Sign Pen liquid/gel ink, 0.5mm needle tip, blue	Piece	16		
10	Sign Pen liquid/gel ink, 0.5mm needle tip, red	Piece	4		
11	Correction tape, 1 piece in individual plastic	Piece	31		
12	Fastener for paper, metal 50 sets per box	Box	19		
13	Rubber Band 70mm, min. lay flat length (#18)	Box	18		
14	Data File Box, made of chipboard with closed ends	Piece	21		
15	Data Folder, made of chipboard, taglia lock	Piece	61		
16	Staple Wire, standard	Box	24		
17	Tape, transparent, width: 24mm (±1mm)	Roll	17		
18	Tape, transparent, width: 48mm (±1mm)	Roll	61		
19	Tape, masking, width: 48mm (±1mm)	Roll	50		
20	Tape, masking, width: 24mm (±1mm)	Roll	21		
21	Ink Cartridge, HP 704, original, black	Piece	31		



22	Ink Cartridge, HP 704, original, tricolor	Piece	31		
23	Ink Cartridge, HP 678, black	Piece	32		
24	Ink Cartridge, HP 678, colored	Piece	32		
25	Toner Cartridge, HP CB435A	Cartridge	11		
26	Toner Cartridge, HP CE285A (HP85A), black	Cartridge	17		
27	Toner, HP 217A (HP17A). laser jet, black	Cartridge	25		
<b>Total Quoted Amount</b>					

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

Delivery Period : Fifteen (15) Calendar Days  
 Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address

GF-20-10-01947