



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



**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT**  
**SECTION 53.9**

Date:  
PR No:

DEC 01 2020

GF-20-10-01984

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **RM- DIGITAL COPIER (GESTETNER)**  
Approved Budget for the Contract : **Php 86,267.36**  
End-User / Implementing Office : **CITY BUDGET 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 DEC 01 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 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.

Project Title: **Procurement of RM- DIGITAL COPIER (GESTETNER)**

**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. 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
	Repair of Gestetner Copier MP2501L (3 units)				
	SN: E353M750120 (Mach)/E663QB10321 (ARDF) Property No. 14-364				
1	B0399510 Drum 1312/MP1500/MP2001	Piece	1		
2	AD042059 Cleaning Blade Assy	Piece	1		
3	D1589640 Developer for MP2001/MP2001L/	Piece	1		
4	AD027018 Charge Roller	Piece	1		
5	AE011145 Hot Roller: DIA30	Piece	1		
6	D1584174 Pressure Roller Bushing	Piece	2		
7	B0394168 Stripper Pawl, Stopper	Piece	5		
8	AW100073 Thermistor	Piece	2		
9	D11583170 Lower Development Unit Case	Piece	1		
10	AB011403 Gear 13Z	Piece	1		
11	ABO11402 Gear 14Z	Piece	1		
12	B0393062 Idler Gear – 16Z	Piece	1		
13	B0393245 Gear- 15Z/ Transport Screw Gear	Piece	1		
	SN: E353MC50197 (Mach)/E664QB100552 (ARDF) Property No. 15-152				
14	B0399510 Drum 1312/MP1500/MP2001	Piece	1		
15	AD042059 Cleaning Blade Assy	Piece	1		
16	D1589640 Developer for MP2001/MP2001L/	Piece	1		
17	AD027018 Charge Roller	Piece	1		
18	AE011145 Hot Roller:DIA30	Piece	1		
19	AW100073 Thermistor	Piece	2		
20	D1584174 Pressure Roller Bushing	Piece	2		
21	D1584043 Stripper Pawl: Sub-Assy	Piece	5		
	SN: E355MB50241(Mach)/E663QB10242 (ARDF) Property No. 16-1563				
22	B0399510 Drum 1312/MP1500/MP2001	Piece	1		



23	AD042059 Cleaning Blade Assy	Piece	1		
24	D1589640 Developer for MP2001/MP2001L/	Piece	1		
25	AD027018 Charge Roller	Piece	1		
26	AE011145 Hot Roller: DIA30	Piece	1		
27	D1584174 Pressure Roller Bushing	Piece	2		
28	AW100073 Thermistor	Piece	2		
29	D1584043 Stripper Pawl: Sub-Assy	Piece	5		
	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