



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : December 05, 2019
RFQ No. : 19-W14-1009

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **Purchase of Inks, Toners, and Other Materials for Printing**
Approved Budget for the Contract : **Php811,354.28**
End-User / Implementing Office : **City Planning and Development 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 **December 12, 2019 Thursday, 9:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 Mayor's/Business Permit (2019);
- 2 PhilGEPs certificate (not expired on the time of opening of quotations);
- 3 Income/Business Tax Return (for FY 2018); and
- 4 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).

in a **SEALED LONG BROWN ENVELOPE** indicating **ONLY** the project title and address as indicated below:

Additional Instructions:

- 1 Affix the signature of your company representative on the sealed envelope flap.
- 2 Only the project name and address should be written / printed on the envelope.

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For any clarification you may contact us at 89884242 loc. 8505/8506.

(Sgd.) ROWENA T. MACATAO
BAC-Goods Chairperson

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 Office (CGSO) shall have the right to inspect and/or to test the goods and confirm their compliance to the technical specifications.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. After delivery and upon the submission of the required supporting documents, i.e. sales invoice and/or billing statement, by the contractor, the Quezon City Local Government shall make payment through check in favor of the contractor.
10. 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. CGSO 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.
11. 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:

QUOTATION							
Summary of Approved Budget				Total offered Quotation			
Item Description (Technical Specifications)		Qty	Unit of Measure (UOM)	<i>(Inclusive of taxes and fees)</i>			
				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1	INK CARTRIDGE T0492, Cyan, for Epson Stylus Printer R2330	5	bx	754.00	3,770.00		
2	INK CARTRIDGE T0492, Magenta, for Epson Stylus Printer R2330	5	bx	754.00	3,770.00		
3	INK CARTRIDGE T0492, Yellow, for Epson Stylus Printer R2330	5	bx	754.00	3,770.00		
4	INK CARTRIDGE T0492, Light Cyan, for Epson Stylus Printer R2330	5	bx	754.00	3,770.00		
5	INK CARTRIDGE T0492, Light Magenta, for Epson Stylus Printer R2330	5	bx	754.00	3,770.00		
6	INK CARTRIDGE for HP PRO 1102, Black	40	bx	4,225.00	169,000.00		
7	INK CARTRIDGE For HP Laser 1525N, Black	3	bx	6,955.00	20,865.00		
8	INK CARTRIDGE For HP Laser 1525N, CE321A, Cyan	3	bx	6,578.00	19,734.00		
9	INK CARTRIDGE For HP Laser 1525N, CE322A, Yellow	3	bx	6,578.00	19,734.00		
10	INK CARTRIDGE For HP Laser 1525N, CE323A, Magenta	3	bx	6,578.00	19,734.00		
11	INK CARTRIDGE for EPSON L120 black, 40mL/btl	10	btl	1,480.00	14,800.00		
12	INK CARTRIDGE for EPSON L120 colored, 40mL/btl	10	btl	700.00	7,000.00		
13	INK CARTRIDGE Brother HL-L5100 DN ((TN3430)	4	bx	1,320.00	5,280.00		
14	CONTINUOUS INK Canon iP 2770 CIS, black, 1L	6	btl	739.00	4,434.00		
15	CONTINUOUS INK Canon iP 2770 CIS, colored, 1L (Cyan)	4	btl	990.00	3,960.00		
16	CONTINUOUS INK Canon iP 2770 CIS, colored, 1L (Magenta)	44	btl	990.00	43,560.00		
17	CONTINUOUS INK Canon iP 2770 CIS, colored, 1L (Yellow)	4	btl	990.00	3,960.00		
18	INK CARTRIDGE C-93977-S Photo Black for HP Designjet T770, 130mL	6	bx	4,890.00	29,340.00		
19	INK CARTRIDGE C-9401-S Gray for HP Designjet T770, 130mL	6	bx	4,890.00	29,340.00		
20	INK CARTRIDGE C-9889-S Matte Black for HP Designjet T770 130mL	6	bx	4,890.00	29,340.00		
21	INK CARTRIDGE C-9400-S Yellow for HP Designjet T770, 130mL	6	bx	4,890.00	29,340.00		
22	INK CARTRIDGE C-9398-S Cyan for HP Designjet T770, 130mL	6	bx	4,890.00	29,340.00		
23	INK CARTRIDGE C-9399-S Magenta for HP Designjet T770, 130mL	6	bx	4,890.00	29,340.00		
24	INK CARTRIDGE T0491, Black, for Epson Stylus Printer R2330	5	bx	680.00	3,400.00		
25	INK FOR RIZOGRAPH KS800	2	bx	1,495.00	2,990.00		
26	RISOGRAPH MASTER KS 800	4	rl	1,716.00	6,864.00		
27	RISO INK CV BLACK Riso CV-3130	2	bx	1,735.50	3,471.00		
28	RISO INK CV-3130 Riso CV-3130	2	bx	3,286.00	6,572.00		
29	INK CARTRIDGE for HP Deskjet 2515 black	23	ltr	258.80	5,952.40		
30	INK CARTRIDGE for HP Deskjet 2515 colored	24	ltr	360.87	8,660.88		
31	INK CARTRIDGE HP 680, black	20	cart	576.00	11,520.00		
32	INK CARTRIDGE HP 680, tricolor	12	cart	607.00	7,284.00		
33	INK CARTRIDGE HP Laserjet Pro M130NW, CF217A	10	cart	4,490.00	44,900.00		
34	CONTINUOUS INK Epson L1300, black-T6641	3	ml	390.00	1,170.00		
35	CONTINUOUS INK Epson L1300, magenta-T6641	3	ml	390.00	1,170.00		

36	CONTINUOUS INK Epson L1300, cyan-T6641	3	ml	390.00	1,170.00		
37	CONTINUOUS INK Epson L1300, yellow-T6641	3	ml	390.00	1,170.00		
38	CONTINUOUS INK iP2770 CIS, black, 1 ltr	2	ltr	780.00	1,560.00		
39	CONTINUOUS INK iP2770 CIS, colored, 1 ltr (cyan)	2	ltr	990.00	1,980.00		
40	CONTINUOUS INK iP2770 CIS, colored, 1 ltr (magenta)	2	ltr	990.00	1,980.00		
41	CONTINUOUS INK iP2770 CIS, colored, 1 ltr (yellow)	2	ltr	990.00	1,980.00		
42	PAPER multicopy 420x297mm A3, 70gsm	5	rm	529.00	2,645.00		
43	STAMP PAD INK color green, 50mL w/applicator	6	btl	129.00	774.00		
44	DOUBLE ADHESIVE TAPE with foam, 1m/roll	2	rl	395.00	790.00		
45	PHOTO PAPER high prem. Glossy, A4, 25pcs/pack	5	pack	325.00	1,625.00		
46	INK CARTRIDGE HP PRO 1102	39	cart	4,225.00	164,775.00		
	<i>-----Nothing Follows-----</i>			TOTAL:	811,354.28	TOTAL:	

REMMARKS:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address