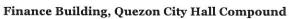


Republic of the Philippines

QUEZON CITY GOVERNMENT

BAC- Goods and Services 2nd Floor, Procurement Department,





REQUEST FOR QUOTATION

SMALL VALUE PROCUREMENT (SECTION 53.9)

					Date :	MAR U Z ZUZU
					PR No. :	GF-20-02-00032
Name	of Company	:		S.		
Addres	SS					
Contac	ct No.	:				
Projec	t Title	VARIOUS	OFFICE SUPPL	IES (INK CARTR	IDGES AND OTHE	RS)
Approv	ved budget of entract	: Php 278,3	95.70			
End-U. Implen		: PARKS DE	VELOPMENT & A	ADMINISTRATIO	N DEPARTMENT	
·						
Please provided than your com	. Submit yo	ur best offer our quality	luly signed by yo	ou or your duly a	subject to the Terms authorized represen ether with the follow	tative not later
	1 2	PhilGEPS cer Business Reg	tificate (not expir pistration (DTI)	ed on the time of	opening of quotations	s);
	3 4	Mayor's/Busin Tax Clearance	ness Permit (202	0);		
	5		orn Statement pr	escribed by the Go	vernment Procureme	ent
in a	SEALED LO	ONG BROWN	ENVELOPE shall	:		
	1 2 3	Bear the nam	Project Name and ne and address of I to the Procuring	the Bidder in capit	contract to be bid in tal letters;	capital letters;
Pro	oject Title : V	ARIOUS OFF	ICE SUPPLIES	(INK CARTRIDG	ES AND OTHERS)	
	2/1		cal Government DS COMMITTEE Department, Final 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	Ink Cartridge Brother, MFC-J3930DW, LC3617M, Magenta	piece	30		
2	Ink Cartridge Brother, MFC-J3930DW, LC3617C, Cyan	piece	30		
3	Ink Cartridge Brother, MFC-J3930DW, LC3617Y, Yellow	piece	30		
4	Ink Cartridge Brother, MFC-J3930DW, LC3617BK, Black	piece	41		
5	Continuous Ink for Epson L360, 664BK, Black, 100ml/bottle	bottle	38		
6	Continuous Ink for Epson L360, 664C, Cyan, 100ml/bottle	bottle	30		
7	Continuous Ink for Epson L360, 664M, Magenta, 100ml/bottle	bottle	30		
8	Continuous Ink for Epson L360, 664Y, Yellow, 100ml/bottle	bottle	30		
9	Ink Cartridge Brother, MFC-J3720, LC563BK, Black	piece	38		
10	Ink Cartridge Brother, MFC-J3720, LC563C, Cyan	piece	30		
11	Ink Cartridge Brother, MFC-J3720, LC563M, Magenta	piece	30		
12	Ink Cartridge Brother, MFC-J3720, LC563Y, Yellow	piece	30		
13	Paper Copy A3, 420mm x 297 (A3) 70g/m ²	ream	65		
14	Kure Color – 6 pcs./set	set	5		
	Total Quoted Amount				

Amount in Words:				
2 1222		 		

Delivery Period Warranty	:	Thirty (30) calendar days
		Signature over printed name
		Office Telephone No./Fax/Mobile No.
		Date
		Email Address