



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC- Goods and Services  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : **MAR 02 2020**  
PR No. : **GF-20-02-00032**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **VARIOUS OFFICE SUPPLIES (INK CARTRIDGES AND OTHERS)**  
Approved budget of  
the Contract : **Php 278,395.70**  
End-User /  
Implementing Office : **PARKS DEVELOPMENT & ADMINISTRATION 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 **MAR 05 2020** 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)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).

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 : **VARIOUS OFFICE SUPPLIES (INK CARTRIDGES 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	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/m²	ream	65		
14	Kure Color - 6 pcs./set	set	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