



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



REQUEST FOR QUOTATION
SHOPPING 52.1b

Date : **FEB 23 2021**
PR No. : **GF-21-01-2C-QCTD**

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : **PROCUREMENT OF INK CARTRIDGE AND OTHERS**

Approved budget of the Contract : **P 260,960.20**

End-User / **QUEZON CITY TOURISM DEPARTMENT**
Implementing 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 **FEB 26 2021 10:00AM** 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 (2021);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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 INK CARTRIDGE 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.
- 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
	PR NO. GF-21-01-00091				
1	Duplo Roll Master; for Duplo DR G20	piece	3		
2	Ink Cartridge for Brother MFC 891ODW	piece	5		
3	Parchment Paper; 90 or 85 gsm, white color or pale cream, acid free, A4, 10's/pack	pack	100		
4	Specialty paper 90 gsm, 8 1/2" x 13", (long) 90gsm, 10's/pack	pack	51		
5	Specialty paper 90 gsm, 8 1/2" x 11", (short) 90gsm, 10's/pack	pack	23		
	PR. GF-21-01-00051				
1	Sign Pen, V10/V7 grip, hi-tech point, any color	Pc	25		
2	Ink for Printer Brother MFC T800W; Ink refill for MFC T800w, colored (black, magenta, cyan and yellow)	Pc	25		
3	Ballpen Gel pen, fine point, blue or black ink	Pc	95		
4	Photo Paper; High premium Glossy, A4,25s/pack	Pack	80		
5	Ink Cartridge for EPSON LX 300+	Pc	20		
6	Sticker Paper; A4, white 100/pack, glossy	Pack	40		
7	Ink for EPSON L360; Ink for EPSON L360 (black)	Pc	30		
8	Ink for EPSON L360 (colored: cyan, magenta, yellow)	Pc	30		
9	Ink for EPSON L 565 (colored: cyan, magenta, yellow)	Pc	20		
10	Ink for EPSON L565 (black)	Pc	20		
11	Special paper, 8.5 " x 11", 100 gsm, 10s/pack	Pack	120		
12	Tape Magic; translucent, 24mm width	Pc	30		
13	Ink for EPSON L 120 (colored: cyan, magenta, yellow)	Pc	20		
14	Ink for EPSON L 120 (black)	Pc	20		
15	Ink for Duplo G14 (black)	Pc	6		
16	Linen Paper: A4, Beige or Pale Cream in color 10s/pack	Pack	60		
17	Linen Paper; White in color, 10s/pack, 8 1/2 inches x 13 inches (long)	pack	100		

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