



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-W14-1028

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **SUPPLY AND DELIVERY OF NON-COMMON OFFICE SUPPLIES**  
Approved Budget  
for the Contract : **Php555,673.00**  
End-User /  
Implementing Office : **CITY TREASURER'S 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 **December 12, 2019, Thursday, 9:00AM** 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).

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.

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

Project Title : **SUPPLY AND DELIVERY OF NON-COMMON OFFICE SUPPLIES**

**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. 8505/8506.

**(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)	(Inclusive of taxes and fees)			
				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1	Ink Cartridge, Duplo Black, DA14	8	cart	1,949.00	15,592.00		
2	Toner Cartridge, Risograph KZ30, black	8	cart	1,705.00	13,640.00		
3	Toner Cartridge,L(TK-1147) for Ecosys M2035dn	3	cart	15,592.00	46,776.00		
4	Toner Cartridge, #114 for BizHub 163	8	cart	10,140.00	81,120.00		
5	Toner Cartridge, Canon 303	5	cart	4,658.00	23,290.00		
6	Toner Cartridge, Canon 312 for 3050/3100/3150	5	cart	4,000.00	20,000.00		
7	Toner Cartridge, MLT-D111S for Samsung SL-M2020W printer, black	25	cart	3,000.00	75,000.00		
8	Ribbon Cartridge, ERC-31	325	cart	165.00	53,625.00		
9	Ribbon Cartridge, calculating machine, double spool, black & red	250	spool	33.00	8,250.00		
10	POS Paper roll, 70mm x 70mm, thermal paper	750	roll	55.00	41,250.00		
11	Thermal Paper - Queuing Tape, XD27	50	rolls	65.00	3,250.00		
12	Fingertip Moistener	500	pc	75.00	37,500.00		
13	Tape paper for adding machine, regardless of size and type	1,500	roll	26.00	39,000.00		
14	Toner, MX 235FT for Sharp 5623D copier	5	cart	15,296.00	76,480.00		
15	Recordable CD, minmum of 650VB/70 mins running time	150	pc	20.00	3,000.00		
16	Marker, permanent, broad chisel tip, any color	100	pc	49.00	4,900.00		
17	Index Card, 5x8, 500 pcs. Per pack	50	pack	260.00	13,000.00		
	-----Nothing Follows-----			<b>TOTAL:</b>	<b>555,673.00</b>	<b>TOTAL:</b>	

**REMARKS:**

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Signature over printed name

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Office Telephone No./Fax/Mobile No.

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Date

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Email Address