



## REQUEST FOR QUOTATION

Shopping 52.1b

Date: March 02, 2021  
PR No: GF-21-01-00031

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF TONER CARTRIDGE, RIBBON CARTRIDGE, AND OTHERS**  
Approved Budget for the Contract : **Php 301,147.14**  
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 **March 05, 2021, 10:00 a.m.** 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;
- 5 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 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: **PRINTING OF TONER CARTRIDGE, RIBBON 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. 8505/8709.

  
**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
1	TONER CARTRIDGE – Risograph KZ 30, black	CART	5		
2	TONER CARTRIDGE - #114, for Bizhub 163	CART	5		
3	TONER CARTRIDGE – for Bizhub 164	TUBE	5		
4	TONER CARTRIDGE - Canon 303	CART	5		
5	TONER CARTRIDGE – Canon 312 for LBP 3050/3100/3150	CART	5		
6	RIBBON CARTRIDGE – ERC-31	CART	12		
7	THERMAL PAPER – Queuing tape, XD27, 50 rolls/box	ROLL	15		
8	INK RIBBON – for adding machine/ printing calculator, black and red, double spool	SPOOL	31		
9	TONER CARTRIDGE – Laser Jet Pro M203dn, HP30A	CART	20		
10	POS THERMAL PAPER – 58mm x 0.5mm x 50 rolls/box	BOX	10		
11	TONER CARTRIDGE – CF226A, black, original	CART	5		
12	RIBBON – for manual typewriter, in box, with each spool individually wrapped	SPOOL	11		
<b>Total Quoted Amount</b>					

Amount in Words: \_\_\_\_\_  
 \_\_\_\_\_.

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1. Manufacturer’s Certificate of Authenticity/Genuineness	

Delivery Period : Thirty (30) Calendar Days  
 Warranty : \_\_\_\_\_

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address

