



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**  
**(SECTION 52.1b)**

Date : March 16, 2021  
PR No. : GF-21-01-00112C

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF INK AND TONER CARTRIDGES**  
Approved budget of  
the Contract : **Php 979,374.85**  
End-User /  
Implementing Office : **City Assessor'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 22, 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 : PROCUREMENT OF INK AND TONER CARTRIDGES**  
**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
	Must be compatible to the existing machine				
1	Master CPMT15	Cartridge	2		
2	Ink Cartridge, Epson 003 (set-black and colored)	Cartridge	12		
3	Ink Cartridge, HP 932 XL, Black	Cartridge	24		
4	Ink Cartridge, HP 933 XL, Colored (Cyan, Magenta, Yellow)	Cartridge	24		
5	Toner Cartridge, Epson T6641 (Black)	Cartridge	5		
6	Toner Cartridge, Epson T6642 (Cyan)	Cartridge	5		
7	Toner Cartridge, Epson T6643 {Magenta}	Cartridge	5		
8	Toner Cartridge, Epson T6644 (Yellow)	Cartridge	5		
9	Toner Cartridge, Brother, TN-2480	Cartridge	12		
10	Toner Cartridge, HP 17A	Cartridge	85		
11	Toner Cartridge, CP17	Cartridge	10		
12	Toner Cartridge, MX-315FT	Cartridge	10		
13	Ribbon Cartridge, Epson LQ310	Cartridge	500		
14	Ribbon Cartridge, Epson LQ680	Cartridge	30		
15	Toner Cartridge, Konica Minolta TN323	Cartridge	12		
16	Toner Cartridge, HP CE505A	Cartridge	12		
	Total Quoted Amount				

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

\_\_\_\_\_



OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Certificate of genuineness from the manufacturer of the consumables to be offered/delivered	

Delivery Period : Thirty (30) calendar days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

