



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



**REQUEST FOR QUOTATION**  
**NEGOTIATED 53.9**

Date:  
PR No.:

**MAR 24 2021**  
**GF-21-03-00172**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **REPAIR AND MAINTENANCE (DIGITAL COPIER)**  
Approved budget of  
the Contract : **P 70,955.30**  
End-User /  
Implementing Office : **CITY ACCOUNTING 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 29 2021 10:00 AM** 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 : **REPAIR AND MAINTENANCE (DIGITAL COPIER)**

**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
	REPAIR & MAINTENANCE: MACHINERY AND EQUIPMENT				
	DIGITAL COPIER SHARP AR-5620N SN : 33030696				
1	Drum AR-205DR	piece	1		
2	Developer MX-235FV	piece	1		
3	DV Blade PSEL-0162QSZZ	piece	1		
4	Process Unit CFRM-0021US74	piece	1		
5	Heat roller NROLI0187QSZZ	piece	1		
6	Roller NROLR0186QSZZ	piece	1		
7	Pressure bearing NBRGY0022QSZZ	piece	2		
8	Bearing NBRGP0567FCZZ	piece	2		
9	Gear NGERH0221QSZZ	piece	1		
10	Plate CPLTM0255QS03	piece	1		
11	DV Belt NBLTH0494FCZZ	piece	1		
	DIGITAL COPIER SHARP AR-5620N SN:43021286				
12	MC Unit CCASZ0023RS52	piece	1		
13	Drum AR-205DR	piece	1		
14	Developer MX-235FV	piece	1		
15	Cleaner Blade UCLEZ0009QSZ2	piece	1		
	DIGITAL COPIER SHARP AR-5620N SN:43021376				
16	Drum AR-205DR	piece	1		
17	Developer MX-235FV	piece	1		
18	Cleaner Blade UCLEZ0009QSZ2	piece	1		
	Digital Copier Sharp AR-5520D SN:03064435				
19	Operation PWB DUNTK0717USZZ	piece	1		
	Digital Copier Fuji Xerox DocuCentre S2320 SN: 419283				

20	Pick-up roller	piece	1		
21	Stripper pad	piece	1		
	Total Quoted Amount				

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

OTHER REQUIREMENT:	
1. Statement of Warranty - minimum of one (1) year	

Delivery Period : Fifteen (15) calendar days \_\_\_\_\_  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

GF-21-03-00172