



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION

Shopping 52.1b

Date:
PR No:

MAY 04 2021
GF-21-01-00109B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF TONER AND OTHERS**
Approved Budget for the Contract : **Php 974,311.82**
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 **MAY 07 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;
- 5 Income/Business Tax Return (for FY 2020) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the QC-BAC Goods & Services;
- 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.

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For any clarification you may contact us at 89884242 loc. 8505/8709.

ATTY. DOMINIC B. GARCIA
Officer-In-Charge/Head, BAC Secretaria

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 and 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	Ribbon Cartridge	Cart	35		
	For Epson C135015639, black, LQ-310				
2	Ink Cartridge	Cart	37		
	HP CZ207AA (HP678) black				
3	Ink Cartridge	Cart	37		
	HP CZ108AA (HP678), tri-color				
4	Toner Cartridge	Cart	10		
	Samsung, MLTD 108S				
5	Toner Cartridge	Cart	10		
	HPCB285A (HP85A), Black				
6	Toner Cartridge	Cart	74		
	Laser jet (HP-17-A), Black				
7	Toner Cartridge	Set	20		
	For printer L120 in tank system, 4 set/color, Black T6641, Cyan-T6642, Magenta-T6643, Yellow-T6644				
8	Ink Cartridge	Cart	10		
	Ink for Epson L120, black, 70ml/bottle				
9	Ink Cartridge	Cart	10		
	Ink for Epson L120, colored, 70ml/bottle				
10	Toner Cartridge	Cart	5		
	For Fuji Xerox, SC2020, black				
11	Toner Cartridge	Set	13		
	For All-in-One Printer L3110 Ink Tank System, 4 set color: Black-T00V100, Cyan-T00V200, Magenta-T00V300, Yellow-T00V200, Magenta-T00V300, Yellow-T00V400				
12	Toner Cartridge	Cart	21		
	HP F6V27AA (HP680), black				
13	Toner Cartridge	Cart	20		
	HP F6V26AA(HP680), tri-color				
14	Toner Cartridge	Cart	20		
	For Bizhub 367				

15	Toner Cartridge	Cart	5		
	HP CC364A, Black				
16	Toner Cartridge	Cart	20		
	Toner Cart. HP CB435A				
17	Toner Cartridge	Cart	20		
	Toner cart. HP CE285A (HP85A), black				
18	Toner Cartridge	Piece	20		
	HP CF276A; HP 76X Black Laser Jet Toner Cartridge				

Amount in Words: _____
_____.

OTHER INSTRUCTIONS/SPECIFICATIONS:	
➤ Manufacturer's Certificate of Genuity	

Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address