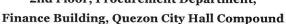


Implementing Office:

## Republic of the Philippines QUEZON CITY GOVERNMENT

**BAC-Goods and Services** 2nd Floor, Procurement Department,





Date:

## REQUEST FOR QUOTATION **SHOPPING 52.1b**

PR No.: GF-21-03-00164B Name of Company Address Contact No. Project Title PROCUREMENT OF PHOTOCOPIER TONER, INK AND OTHERS Approved budget of the Contract P 767,734.20 End-User / OFFICE OF THE CITY MAYOR

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. quotation duly signed by you or your duly authorized representative not later the solution  $10^{10}$  Philippine Standard Time, together with the following documents of your company: representative not later than

- PhilGEPS certificate (not expired on the time of opening of quotations); Business Registration (DTI/SEC) 12
- Mayor's/Business Permit (2021); 3
- 4 Tax Clearance; and
- Omnibus Sworn Statement prescribed by the QC BAC- Goods and Services 5
- Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above) 6
- 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:

- Contain the Project Name and PR Number of the contract to be bid in capital letters; 1
- Bear the name and address of the Bidder in capital letters; 2
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: PROCUREMENT OF PHOTOCOPIER TONER, INK 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. 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	QTY.	UNIT PRICE	ITEM TOTAL	
1	Rond Danor	ISSUE	200			
1	Bond Paper Bond, Premium Grade, legal size, 216mmx330gsm,	ream	300			
	70gsm, 500 sheets per ream					
2	Bond Paper	#00 mo	50			
_	Bond, Premium Grade, A4 size, 210mmx297mm,	ream	30			
	70gsm, 500 sheets per ream					
3	Printer Ink, L1455	piece	50			
	EPSON Ecotank Black (127ml)	piece				
4	Printer Ink, L1455	piece	20			
<b>-</b>	EPSON Ecotank Cyan (127ml)	piece	20			
5	Printer Ink, L1455	piece	20			
	EPSON Ecotank Magenta (127ml)	Piece				
6	Printer Ink	piece	20			
	EPSON Ecotank Yellow (127ml)	piece	20			
7	Record Book	piece	10			
	500 pages, size: 214mm x 278mm min	Piece	10			
8	Carbon Paper	box	20			
	Polyethylene, 216mm x 330mm, black 100 sheets per	DOX				
	box					
9	Arch File Folder Long	piece	100			
	75mm x 230mm x 380mm	Prece				
10	Clip	box	100			
	Paper Clip Gem Type-32mm, 100 pieces per box	l cox				
11	Risograph Machine Ink	piece	24			
	Risograph Ink CV Black	Proce	40.40			
12	Photocopier Machine Toner, S-7220VA	piece	10			
	Gestetner 2913Z Toner	1				
	Black/Schwartz/Noir/Negro/Nero					
13	Photocopier Machine Ink	piece	24			
	Se>ABS<					
14	Photocopier Drum Cartridge "Toni Fuji Xerox	piece	4			
	Se>ABS< Series Model S2011/2010/1810					
15	Master Roller	piece	10			
	Risograph Machine CV3230 Master Roller					
16	Binder Clips or Double Clips Black	box	300			
	51mm, 2", 12 pcs per box					
17	Storage Box	piece	100			
	Boxes 18 x 18 x 24 inches					
	Total Quoted Amount					

THER REQUIREMENT:			
Certificate of genuineness t	rom the manufacturer of	the co	nsumables to be offered/delivered
	Delivery Period	:	Thirty (30) calendar days
	Warranty	;	
			Signature over printed name
			Office Telephone No./Fax/Mobile No.
			Date
			Email Address

GF-21-03-00164B