



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 52.1b

Date : **MAY 28 2021**
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 / Implementing Office : **OFFICE OF THE CITY MAYOR**

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

Amount in Words: _____

OTHER REQUIREMENT:	
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

GF-21-03-00164B