



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : JUNE 29, 2021  
PR No. : CONSO-21-OE CONSUMABLES-76

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Project Title : **PROCUREMENT OF VARIOUS OFFICE EQUIPMENT SUPPLIES AND CONSUMABLES**

Approved budget of the Contract : **Php 131,229.60**

End-User /  
Implementing Office : **VARIOUS OFFICES (SCHOOLS DIVISION OFFICE AND QUEZON CITY YOUTH DEVELOPMENT 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 JULY 02, 2021 10:00AM 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 **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (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 VARIOUS OFFICE EQUIPMENT SUPPLIES AND CONSUMABLES**

**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.

  
**LATTY. DOMINIC B. GARCIA**  
Officer-in-Charge / Head, BAC Secretariat

**TERMS AND CONDITIONS**

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
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 initiated 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
<b>SCHOOLS DIVISION OFFICE</b>					
1	Toner MX 235 FT	piece	5		
2	Ink Cartridge Black PG810	cartridge	10		
3	Ink Cartridge Colored CL 811	cartridge	10		
4	Epson, C13T664100 (T6641) Black	piece	10		
5	Epson, C13T664100 (T6642) Cyan	piece	10		
6	Epson, C13T664100 (T6643) Magenta	piece	10		
7	Epson, C13T664100 (T6644) Yellow	piece	10		
<b>QUEZON CITY YOUTH DEVELOPMENT OFFICE</b>					
8	EPSON INK REFILL Black, 1 Liter, for EPSON L220	liter	30		
9	EPSON INK REFILL Cyan, 1 Liter, for EPSON L220	liter	10		
10	EPSON INK REFILL Yellow, 1 Liter, for EPSON L220	liter	10		
11	EPSON INK REFILL Magenta, 1 Liter, for EPSON L220	liter	10		
12	RISO INK BLACK DA 14, for Duplo Machine	piece	5		
13	RISO MASTER ROLL DRA12	roll	2		
14	TONER Toner for Photocopy Machine	piece	4		
<b>Total Quoted Amount</b>					

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

**Other Requirement/s:**

- ❖ 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

\_\_\_\_\_  
 E-mail Address