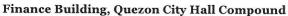


## Republic of the Philippines QUEZON CITY GOVERNMENT

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





## REQUEST FOR QUOTATION

SMALL VALUE PROCUREMENT (SECTION 53.9)

|                                  | DD Ma.   | BER 05, 2021<br>onsumables-446b |
|----------------------------------|--|---------------------------------|
| Name of Company                  | i  |                                 |
| Address                          | t  |                                 |
| Contact No.                      | i  |                                 |
| Project Title                    | PROCUREMENT OF TONER AND INK CARTRIDGES  |                                 |
| Approved budget of the Contract  | P 460,824.00   |                                 |
| End-User/<br>Implementing Office | : PROCUREMENT DEPARTMENT   | e                               |
| Submit your quotation            | best offer for the item/s described below, subject to the Terms and Conditions on duly signed by you or your duly authorized representative not later than , 2021 10:00AM Philippine Standard Time, together with the following doc  |                                 |
| your company:                    | , samppers standard rand, sagardar rand the continuing doc   |                                 |
| 1 2                              | PhilGEPS certificate (not expired on the time of opening of quotations); Business Registration (DTI/SEC)   |                                 |
| 3                                | Mayor's/Business Permit (2021);  |                                 |
| 4<br>5                           | Tax Clearance; and   |                                 |
| 6                                | Omnibus Sworn Statement prescribed by <b>QC BAC – Goods and Services</b> Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00)   |                                 |
| 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 will enter into and abide by the provisions of the JVA in the instance that the base of the JVA in the base of the JV | t they<br>old is                |

## in a **SEALED LONG BROWN ENVELOPE** shall:

successful.

- Contain the Project Name and PR Number of the contract to be bid in capital letters;
- Bear the name and address of the Bidder in capital letters;

3 Be addressed to the Procuring Entity's BAC.

**Project Title:** 

PROCUREMENT OF TONER AND INK CARTRIDGES

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

# 1/8

## 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.

Amount in Words: \_

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

| ITEM<br>NO. | ITEM & DESCRIPTION                               | UNIT OF ISSUE | QTY. | UNIT<br>PRICE | ITEM TOTAL |
|-------------|--|---------------|------|---------------|------------|
| 1           | Ink cartridge, canon CL-811, colored             | cartridge     | 9    |               |            |
| 2           | Ink cartridge, canon PG-810, black               | cartridge     | 19   |               |            |
| 3           | Ink cartridge, Epson C13T664100 (T6641), Black   | cartridge     | 27   |               |            |
| 4           | Ink cartridge, Epson C13T664200 (T6642), cyan    | cartridge     | 27   |               |            |
| 5           | Ink cartridge, Epson C13T664300 (T6643), magenta | cartridge     | 27   |               |            |
| 6           | Ink cartridge, Epson C13T664400 (T6644), yellow  | cartridge     | 27   |               |            |
| 7           | Toner cartridge, HP CF287A (HP87), black         | cartridge     | 14   |               |            |
| 8           | Toner cartridge, HP CE285AC (HP85A), black       | cartridge     | 24   |               |            |
|             | Total Quoted Amount:                             |               |      |               |            |

|            | Delivery Period<br>Warranty | #<br>#      | fifteen (15) calendar days                            |
|------------|-----------------------------|-------------|---|
| THER IN    | ISTRUCTIONS/SPECIFIC        | ATIONS:     |   |
| Certificat | tion from the distributor   | for the au  | uthenticity/genuity of the consumables being offered. |
| Authority  | to sell from manufact       | urer / excl | lusive distributor of the consumables being offered.  |
|            |                             |             |   |
|            |                             |             | Signature over printed name                           |
|            |                             |             | Office Telephone No./Fax/Mobile No.                   |
|            |                             |             | Date  |
|            |                             |             | E-mail Address  |

