



Republic of the Philippines
QUEZON CITY GOVERNMENT

BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : November 29, 2021
PR No. : **CAO-21-RM OE-790C**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT (PARTS AND ACCESSORIES)**
Approved budget of the Contract : **Php 172,299.27**
End-User / Implementing Office : **OFFICE OF THE CITY ADMINISTRATOR**

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 December 03, 2021, 10:00 A.M. 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 : REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT (PARTS AND ACCESSORIES)

**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.

(Sgd.) 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 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
	MODEL MX-3100N				
1	DV BLADE KIT MX-310DS	Piece	4		
2	DRUM MX-31FRSA	Piece	4		
3	MC KIT MX-310MK	Piece	4		
4	PRIMARY TRANSFER KIT MX-310Y1	Piece	1		
5	CLEANING ROLLER KIT MX- 230CR	Piece	1		
6	DV(CYM) MX-31FVSA	Piece	1		
7	PAPER UNIT MX-310PD	Piece	1		
	MODEL MX-M264N				
8	DRUM MX-312FR	Piece	1		
9	PFOLEARNROLR0132QSZ1	Piece	8		
10	LIFT UP UNIT CCDAIU0024RS58	Piece	1		
11	PICK UP ROLLER NROLR1542FCAZ	Piece	1		
12	PF SEP ROLLER NROLR1541FCAZ	Piece	2		
13	DV BLADE PSEL-0162QSZZ	Piece	1		
14	CLEANER BLADE UCLEZ0011QSZ1	Piece	1		
15	PICK UP ROLLER NROLR0133QSZZ	Piece	4		
16	FUSING UNIT DUNTW0782RS12	Piece	1		
	MODEL MX-M265N				
17	MULTI-MANUALPAPER FEED UNIT CFRM0048RS56	Piece	1		
18	DEVELOPER MX-312FV	Piece	1		
19	MC UNITCHLDZ0035RS60	Piece	1		
	MODEL AR-5623D				
20	RATCHET GEAR NGERH0056QSZZ	Piece	1		
21	MC UNITCHLDZ0035US59	Piece	1		
22	DEVELOPER MX-235FV	Piece	1		
23	DRUM AR-205DR	Piece	1		
24	HINGE RIGHT R PGIDM0111QST2	Piece	1		
25	DV BLADE PSEL-0162QSZZ	Piece	1		
26	H.R. KIT NROL10187QSZZ	Piece	1		
27	HINGE GUIDE L PGIDM0111QST2	Piece	1		
28	CLEANER BLADE UCLEZ0009QSZZ	Piece	1		
29	P.R. NROLRO186QSZZ	Piece	1		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days
 Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address