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 09, 2021
PR No. : CGSD-21-OE CONSUMABLES-414B

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : **PROCUREMENT OF INK CARTRIDGES AND OTHERS**

Approved budget of the Contract : **P 65,506.00**

End-User / Implementing Office : **CITY GENERAL SERVICES DEPARTMENT**

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 November 12, 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 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 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 INK CARTRIDGES 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 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
	Administrative Support Program				
1	Ink Printer – Ink for Epson L120, Cyan, 70ml/bottle	bottle	9		
2	Ink Printer – Ink for Epson L120, Magenta, 70ml/bottle	bottle	9		
3	Ink Printer – Ink for Epson L120, Yellow, 70ml/bottle	bottle	9		
4	Ink Printer – Ink for Epson L120, Black, 70ml/bottle	bottle	12		
	Property Management Program				
5	High Yield Ink Cartridge, Black, Approx. 550 pages	cartridge	1		
6	High Yield Ink Cartridge, Yellow, Approx. 550 pages	cartridge	1		
7	High Yield Ink Cartridge, Cyan, Approx. 550 pages	cartridge	1		
8	High Yield Ink Cartridge, Magenta, Approx. 550 pages	cartridge	1		
9	Ink Printer – Ink for Epson L120, Black, 70ml/bottle	bottle	2		
10	Ink Printer – Ink for Epson L120, Yellow, 70ml/bottle	bottle	2		
11	Ink Printer – Ink for Epson L120, Cyan, 70ml/bottle	bottle	2		
12	Ink Printer – Ink for Epson L120, Magenta, 70ml/bottle	bottle	2		
13	Ink – for Brother TN-2480, Black, Toner	piece	1		
14	Ink – Epson 003 Ink, Set of 4 (Black, Cyan, Magenta, Yellow)	set	1		
	Building and Grounds Management Program				
15	Ink Printer – Ink for Epson L120, Cyan, 70ml/bottle	bottle	9		
16	Ink Printer – Ink for Epson L120, Magenta, 70ml/bottle	bottle	9		
17	Ink Printer – Ink for Epson L120, Yellow, 70ml/bottle	bottle	9		
18	Ink Printer – Ink for Epson L120, Black, 70ml/bottle	bottle	9		
19	Toner Cartridge, for Brother TN-2380, Black	piece	4		
20	Toner Cartridge, for Brother TN-2380, Colored	piece	2		
				Total Quoted Amount:	

Amount in Words: _____

_____

Delivery Period : Thirty (30) calendar days

Warranty : _____

OTHER INSTRUCTIONS/SPECIFICATIONS:
Certification from the distributor for the authenticity/genuity of the consumables being offered.
Authority to sell from manufacturer / exclusive distributor of the consumables being offered.

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address