



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

Date: **NOVEMBER 15, 2021**
PR No: **CONSO-21-OE**
CONSUMABLES-187E

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS CONSUMABLES (INK CARTRIDGE AND OTHERS)**
Approved Budget for the Contract : **Php 1,542,527.30**
End-User / Implementing Office : **VARIOUS OFFICES (CITY PLANNING AND DEVELOPMENT DEPARTMENT/LOCAL INVESTMENT PROMOTIONS 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 **NOVEMBER 18, 2021, 11:00 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;
- 5 Income/Business Tax Return (for FY 2020) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 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.

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Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
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For any clarification you may contact us at 89884242 loc. 8505/8709.

(Sgd) ROWENA T. MACATAO
Chairperson, BAC- Goods and Services

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 |
|----------|---|---------------|------|------------|------------|
| | CITY PLANNING AND DEVELOPMENT DEPARTMENT (ABC: 756,277.30) | | | | |
| | DEVELOPMENT REGULATION PROGRAM (ZONING ADMINISTRATION PROGRAM) | | | | |
| 1 | Ink Cartridge – HP Pro 1102 | Cartridge | 25 | | |
| 2 | Ink Cartridge – HP 680, Black | Cartridge | 30 | | |
| 3 | Ink Cartridge – HP 680, TriColor | Cartridge | 20 | | |
| 4 | Ink Cartridge – HP Laserjet Pro M130NW (CF217A) | Cartridge | 15 | | |
| 5 | Continuous ink – Canon Ip2770 CIS, Black, 1Liter | Bottle | 6 | | |
| 6 | Continuous ink – Canon Ip2770 CIS, Colored (Cyan), 1Liter | Bottle | 4 | | |
| 7 | Continuous ink – Canon Ip2770 CIS, Colored (Magenta), 1Liter | Bottle | 4 | | |
| 8 | Continuous ink – Canon Ip2770 CIS, Colored (Yellow), 1Liter | Bottle | 4 | | |
| 9 | Ink Cartridge – Epson LGY-T8000, 700ml | Cartridge | 2 | | |
| 10 | Ink Cartridge – Epson PK-T8001, 700ml | Cartridge | 2 | | |
| 11 | Ink Cartridge – Epson C-T8002, 700ml | Cartridge | 2 | | |
| 12 | Ink Cartridge – Epson VM-T9003, 700ml | Cartridge | 2 | | |
| 13 | Ink Cartridge – Epson Y-T8004, 700ml | Cartridge | 2 | | |
| 14 | Ink Cartridge – Epson LC-T8005, 700ml | Cartridge | 2 | | |
| 15 | Ink Cartridge – Epson VLM-T8006, 700ml | Cartridge | 2 | | |
| 16 | Ink Cartridge – Epson DGY-T8007, 700ml | Cartridge | 2 | | |
| 17 | Ink Cartridge – Epson MK-T8008, 700ml | Cartridge | 2 | | |
| 18 | Ink Cartridge – Epson GY-T8009, 700ml | Cartridge | 2 | | |
| | PLANNING SUPPORT PROGRAM | | | | |
| 19 | Ink Cartridge, C-9397-S Photo Black for HP Designjet T770,130ml | Cartridge | 4 | | |
| 20 | Ink Cartridge, C-9401-S Gray for HP Designjet T770,130ml | Cartridge | 4 | | |
| 21 | Ink Cartridge, C-9389-S Matte Black for HP Designjet T770, 130ml | Cartridge | 4 | | |
| 22 | Ink Cartridge, C-9400-S Yellow for HP Designjet T770,130ml | Cartridge | 4 | | |
| 23 | Ink Cartridge, C-9398-S Cyan for HP Designjet T770,130ml | Cartridge | 4 | | |

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|----|--|-----------|----|--|--|
| 24 | Ink Cartridge, C-9399-S Magenta for HP Designjet T770, 130ml | Cartridge | 4 | | |
| 25 | Ink Cartridge, T0491 Black for Epson, Stylus printer R2330 | Cartridge | 4 | | |
| 26 | Ink Cartridge, T0492, Cyan for Epson Stylus printer R2330 | Cartridge | 4 | | |
| 27 | Ink Cartridge, T0493, Magenta, for Epson Stylus printer R2330 | Cartridge | 4 | | |
| 28 | Ink Cartridge, T0494 Yellow, for Epson Stylus printer R2330 | Cartridge | 4 | | |
| 29 | Ink Cartridge, T0495 Light Cyan, for Epson Stylus printer R2330 | Cartridge | 4 | | |
| 30 | Ink Cartridge, T0496, Light Magenta, for Epson Stylus printer R2330 | Cartridge | 4 | | |
| 31 | Ink Cartridge, for HP Deskjet 2515, Black | Cartridge | 30 | | |
| 32 | Ink Cartridge, for HP Deskjet 2515, Colored | Cartridge | 20 | | |
| 33 | Ink Cartridge, HP 304, black | Cartridge | 15 | | |
| 34 | Ink Cartridge, HP 304 , tri color | Cartridge | 8 | | |
| 35 | Ink Cartridge, HP 680, black | Cartridge | 10 | | |
| 36 | Ink Cartridge, HP 680, tri color | Cartridge | 15 | | |
| 37 | Ink Cartridge, for canon iP 2770 CIS, Black | Cartridge | 6 | | |
| 38 | Ink Cartridge, for canon iP 2770 CIS, Colored | Cartridge | 6 | | |
| 39 | Ink for Risograph KS 800 | Piece | 1 | | |
| 40 | Risograph Master - KS 800 | Piece | 1 | | |
| 41 | Riso Ink CV Black - CV-3130 | Piece | 1 | | |
| 42 | Riso Master CV-3130 | Piece | 1 | | |
| 43 | Toner Cartridge - HP PRO 1102, Black | Cartridge | 16 | | |
| 44 | Continuous Ink, Canon iP 2770 CIS, black, 1 Liter. | Bottle | 5 | | |
| 45 | Continuous Ink, Canon iP 2770 CIS, colored, 1 Liter. (Cyan) | Bottle | 2 | | |
| 46 | Continuous Ink, Canon iP 2770 CIS, colored, 1 Liter. (Magenta) | Bottle | 2 | | |
| 47 | Continuous Ink, Canon iP 2770 CIS, colored, 1 Liter. (Yellow) | Bottle | 2 | | |
| 48 | Toner Cartridge - HP Laserjet Pro, M404DW | Piece | 4 | | |
| 49 | Toner Cartridge, Brother DCP-L2550 (TN-2480) | Cartridge | 2 | | |
| 50 | Toner Cartridge, Brother HL-L3270 CDW | Cartridge | 2 | | |
| | LOCAL ECONOMIC INVESTMENT PROMOTIONS OFFICE (ABC: 290,250.00) | | | | |
| 51 | Ink Cartridge, EPSON L220, assorted. Colors, 70ml/bottle 4s/set (Black, Magenta, Cyan, Yellow) | Set | 20 | | |
| 52 | Ink Cartridge, HP Deskjet Advantage 5075 680 Black | Cartridge | 20 | | |
| 53 | Ink Cartridge , HP Deskjet advantage 5075 680 Tri-color | Cartridge | 20 | | |

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|----|---|-----------|----------------------------|--|--|
| 54 | Ink, EPSON L31104 Colors/Set (Black, Magenta, Cyan, Yellow) | Set | 40 | | |
| 55 | Toner, Workforce Pro WF-C869R Black | Cartridge | 20 | | |
| 56 | Toner, Workforce Pro WF-C869R Color | Cartridge | 20 | | |
| | OFFICE OF THE CIT MAYOR (ABC: 496,000.00) | | | | |
| 57 | Large Format Printer, HP 727 Matte Black (330ml) for HP Designjet T930 | Piece | 20 | | |
| 58 | Large Format Printer, HP 727 Black (330ml) for HP Designjet T930 | Piece | 15 | | |
| 59 | Large Format Printer, HP 727 Cyan (330ml) for HP Designjet T930 | Piece | 15 | | |
| 60 | Large Format Printer, HP 727 Magenta (330ml) for HP Designjet T930 | Piece | 15 | | |
| 61 | Large Format Printer, HP 727 Yellow (330ml) for HP Designjet T930 | Piece | 15 | | |
| 62 | Riso Ink, CV Black (Riso CV 3230) | Piece | 10 | | |
| 63 | Xerox Machine Ink, Toni Fuji Xerox Se>ABS< Fuji Xerox (Docu Centre S2011) | Piece | 10 | | |
| 64 | Master Roll, Riso CV3230 Master Roll | Piece | 4 | | |
| 65 | Xerox Drum Cartridge For Fuji Xerox, Series Model S2011 | Piece | 3 | | |
| | | | Total Quoted Amount | | |

Amount in Words: _____

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| Other Requirement: |
| 1. Certification from the distributor for the authenticity/genuity of the consumables being offered. |
| 2. Authority to sell from manufacturer or exclusive/authorized distributor of the consumables being offered. |

Delivery Period : **Thirty (30) Calendar Days**
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address