



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 29, 2021**  
PR No: **CONSO-21-OE**  
**CONSUMABLES-187G**

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 **DECEMBER 2, 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**  
**Quezon City Hall Compound**

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
	<b>CITY PLANNING AND DEVELOPMENT DEPARTMENT (ABC: 756,277.30)</b>				
	<b>DEVELOPMENT REGULATION PROGRAM (ZONING ADMINISTRATION PROGRAM)</b>				
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		
	<b>PLANNING SUPPORT PROGRAM</b>				
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		

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 - <b>CV-3130</b>	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		
	<b>LOCAL ECONOMIC INVESTMENT PROMOTIONS OFFICE (ABC: 290,250.00)</b>				
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		

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		
	<b>OFFICE OF THE CIT MAYOR (ABC: 496,000.00)</b>				
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		
	<b>Total Quoted Amount</b>				

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

<b>Other Requirement:</b>
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 : **Fifteen (15) Calendar Days**  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address