



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 16, 2021
PR No. : PD-21-OE PARTS-783

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

Project Title : **PROCUREMENT OF SPARE PARTS FOR COPIER MACHINE**

Approved budget of the Contract : **P 408,539.30**

End-User /
Implementing Office : **PROCUREMENT 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 19, 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 SPARE PARTS FOR COPIER MACHINE**

**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
	For Sharp Copier Machine - Serial No. 05007792				
1	Developer-MX-561FV	pc	1		
2	Drum - MX-560DR	pc	1		
3	DV Filter Kit-MX-609FK	pc	1		
4	MC Kit - MX-609MC	pc	1		
5	Transfer Kit - MX-609TK	pc	1		
6	Fusing Unit - MX-501FU	pc	1		
7	Toner Collector - MX-609HB	pc	1		
	For Sharp Copier Machine Serial No. 05050371				
8	Pick Up Roller- NROLR1792FCZZ	pc	8		
9	Sep Roller - NROLR1791FCZZ	pc	8		
10	PF Roller - NROLR1790FCZ1	pc	8		
11	PF Roller - NROLR1541FCAZ	pc	4		
12	Pick Up - NROLR1542FCAZ	pc	4		
13	P.R. Kit-NRdLR0186QSZZ	pc	1		
14	Cleaner Blade - UCLEZ0009QSZZ	pc	1		
15	DV Blade - PSEL-0162QSZZ	pc	1		
16	H.R. Kit - MX-313UH	pc	1		
17	Drum - MX-312FR	pc	1		
18	Developer- MX-312FV	pc	1		
	For Sharp Copier Machine Serial No. 9F002317				
19	Developer Black - BP-FV20BA	pc	1		
20	Developer (CMY) - BP-FVOSA	pc	1		
21	MC Kit-CROLR0313QS51	pc	4		
22	Drum - BP-DR20SA	pc	4		
	For Sharp Copier Machine Serial No. 65098235				
23	Drum - MX-36FRSA	pc	4		
24	Developer Black - MX-36FVBA	pc	1		
25	Developer CMY - MX-36FVSA	pc	1		
26	MC Kit - MX-230MK	pc	4		
27	Primary Blade Kit - MX-230TL	pc	1		
28	Fusing Unit-MX361FU	pc	1		
29	PTC - MX-230CU	pc	1		
30	MFPC - CPLTM8046DS83	pc	1		
31	SD Card - VH10MFP00255C	pc	1		
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