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

QUEZON CITY
Great.Green.Growing.

REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: November 9, 2021
Project No: PESO-21-OE CONSUMABLES-714

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF TONER CARTRIDGE AND OTHERS
Approved Budget for the Contract : Php 100,300.00
End-User / Implementing Office : PUBLIC EMPLOYMENT SERVICE OFFICE

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;
5. Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00);
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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For any clarification you may contact us at 89884242 loc. 8505/8709.

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 and 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
1	Toner, Cartridge, Sharp (AR-208 FT), Model AR-203E	Cartridge	13		
2	Cartridge, Riso In k-CZ Blk., Model-CZ180	Cartridge	9		
3	Riso Master, CZ-13/B4	Cartridge	2		
				Total Quoted Amount	

Amount in Words: _____

_____

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

PESO-21-OE CONSUMABLES-714