# REQUEST FOR QUOTATION
## SMALL VALUE PROCUREMENT
## (SECTION 53.9)

Date:       November 29, 2021
Project No:    PESO-21-OE
                CONSUMABLES-714D___

*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 **December 3, 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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**Project Title: PROCUREMENT OF TONER CARTRIDGE 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. 8505/8709.

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**(Sgd) ATTY. DOMINIC B. GARCIA**
Officer-In-Charge/Head, BAC Secretariat

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:_____ _____

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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

PESO-21-OE CONSUMABLES-714C