



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: November 29, 2021
PR No: QCGH-21-OE
CONSUMABLES-839

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF INK CARTRIDGE AND OTHERS**
Approved Budget for the Contract : **Php 671,458.00**
End-User / Implementing Office : **QUEZON CITY GENERAL HOSPITAL**

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 03, 2021, 10:00 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 Government Procurement Policy Board (GPPB).
- 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.

(Sgd.) 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 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	INK COMPATIBLE WITH HP LASERJET PRINTER GT5810-GT 51-Black	Bottle	5		
2	INK COMPATIBLE WITH HP LASERJET PRINTER GT5810-GT 52-Cyan	Bottle	5		
3	INK COMPATIBLE WITH HP LASERJET PRINTER GT5810-GT 52-Magenta	Bottle	5		
4	INK COMPATIBLE WITH HP LASERJET PRINTER GT5810-GT 52-Yellow	Bottle	5		
5	INK CART, BLACK for Inkjet multifunctional printer Brother MFC-J3520	Cart	5		
6	INK CART, COLORED for inkjet multifunctional printer Brother MFC-J3520	Cart	5		
7	Ink for Canon printer K10380 black pg-88, fine cartridge	Cart	6		
8	Ink for Canon printer K10380 colored CL-98 fine cartridge	Cart	6		
	Brother MFC-T810W:				
9	BTD60(Black)	Cart	5		
10	BTD5000(Magenta)	Cart	3		
11	BTD5000(Yellow)	Cart	3		
12	BTD5000(Cyan)	Cart	3		
	Brother MFC-L8900CDW:				
13	TN-451 (Black)	cart	5		
14	TN-451 (Magenta)	cart	3		
15	TN-451 (Yellow)	cart	3		
16	TN-451 (Cyan)	cart	3		
17	CANON Printer Ink Cyan, CLI-726, Canon Pixma	piece	5		
18	CANON Printer Ink Magenta, CLI-726, Canon Pixma	piece	5		
19	CANON Printer Ink Yellow, CLI-726, Canon Pixma	piece	5		
20	CANON Printer Ink Black, CLI-725, Canon Pixma	piece	5		
21	INK FOR CANON PRINTER IP1200, Black	cart	3		
22	INK FOR CANON PRINTER IP1200, Colored	cart	3		
23	Printer Ink, Yellow, 65 ml/bottle, #003	bottle	5		
24	Magenta, 65 ml./ bottle, #003	bottle	5		

25	Cyan, 65 ml/bottle, #003	bottle	5		
26	Black, 65 ml/bottle, #003	bottle	6		
27	INK CART, EPSON, L3110, BLACK, 65ML	cart	81		
28	INK CART, EPSON, L3110, YELLOW, 65ML	cart	46		
29	INK CART, EPSON, L3110, CYAN, 65ML	cart	46		
30	INK CART, EPSON, L3110, MAGENTA, 65ML	cart	46		
31	DRUM CART, Brother	cart	2		
32	INK CART, EPSON C13T6564100 (T6641), Black	cart	25		
33	INK CART, EPSON C13T664200 (T6642), Cyan	cart	10		
34	INK CART, EPSON C13T664300 (T6643), Magenta	cart	10		
35	INK CART, EPSON C13T564400 (T6644), Yellow	cart	10		
36	INK CART, EPSON L1455 Series (black) #774	cart	31		
37	INK CART, EPSON L1455 Series (cyan) #664	cart	19		
38	INK CART, EPSON L1455 Series (magenta)#654	cart	19		
39	INK CART, EPSON L1455 Series (yellow)#664	cart	19		
40	INK CART, EPSON, L310, BLACK, 65ML	cart	4		
41	INK CART, EPSON, L310, YELLOW, 65ML	cart	2		
42	INK CART, EPSON, L310, CYAN, 65ML	cart	2		
43	INK CART, EPSON, L310, MAGENTA, 65ML	cart	2		
44	INK CART COMPATIBLE W/ CURRENT CISS PRINTER, (HP768), COLORED	cart	5		
45	INK CART COMPATIBLE W/ CURRENT CISS PRINTER, (HP678), BLACK	cart	5		
46	HP LaserJet Pro MFP M227FDW (CF230A)	cart	4		
47	Fuji Xerox - DocuPrint P115w (CT202137)	cart	4		
48	Fuji Xerox - DocuCentre S2320 (CT202384)	cart	4		
49	Samsung IV12885FW printer-MLT D116L toner	cart	6		
	Canon Printer G4000 - Ink bottle GI 790:				
50	GI 790 (Black)	cart	5		
51	GI 790 (Magenta)	cart	3		
52	GI 790 (Yellow)	cart	3		
53	GI 790 (Cyan)	cart	3		
54	INK CART, EPSON, L120, BLACK, 65ML	piece	33		
55	INK CART, EPSON, L120, YELLOW, 65ML	piece	14		
56	INK CART, EPSON, L120, CYAN, 65ML	piece	14		
57	INK CART, EPSON, L120, MAGENTA, 65ML	piece	14		
58	INK CART, BROTHER, DCPT700W, BLACK	piece	13		
59	INK CART, BROTHER, DCPT700W, YELLOW	piece	3		
60	INK CART, BROTHER, DCPT700W, CYAN	piece	3		
61	INK CART, BROTHER, DCPT700W, MAGENTA	piece	3		
62	INK LIQUID, EPSON PRINTER BLACK PIGMENT T774	bottle	38		
63	INK LIQUID, EPSON PRINTER BLACK PIGMENTT664	bottle	38		
64	INK LIQUID, EPSON PRINTER BLUE PIGMENTT664	bottle	18		
65	INK LIQUID, EPSON PRINTER RED PIGMENTT664	bottle	18		
66	INK LIQUID, EPSON PRINTER YELLOW PIGMENT T664	bottle	18		
67	TONER CARTRIDGE, HP LaserJet CF279A	cart	28		
68	TONER CART, HP CE285A (HP8SA), Black	cart	38		
69	TONER CART, HP LASERJET PRO M12a (MLT-116L)	cart	15		
70	TONER, Samsung MLT-D116L, for 4 in 1 printer	cart	7		
71	Computer Printer Toner Samsung M288x series	cart	2		

	Computer Printer Toner Epson 310				
72	black ink	piece	4		
73	magenta	piece	2		
74	cyan	piece	2		
75	yellow	piece	2		
				Total Quoted Amount	

Amount in Words: _____
 _____.

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.	

Delivery Period : **Fifteen (15) Calendar Days**
 Warranty : _____

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 Email Address