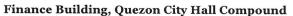


Republic of the Philippines **QUEZON CITY GOVERNMENT**

BAC- Goods and Services 2nd Floor, Procurement Department,





REQUEST FOR QUOTATION

SMALL VALUE PROCUREMENT (SECTION 53.9)

		Date : PR No. :	DECEMBER 14, 2021 CGSD-21-OE PARTS-865E
Name of Company	<u>:</u>		
Address Contact No.	:		
Project Title	PROCUREMENT OF TONER CARTRIDGE		
Approved budget of the Contract	P 75,000.00		
End-User/	CITY GENERAL SERVICES DEPARTMENT		

Implementing 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 17, 2021; 10:00AM Philippine Standard Time, together with the following documents of your company:

- PhilGEPS certificate (not expired on the time of opening of quotations); Business Registration (DTI/SEC) 1 2
- 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)
- 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:

- Contain the Project Name and PR Number of the contract to be bid in capital letters;
- Bear the name and address of the Bidder in capital letters;
- Be addressed to the Procuring Entity's BAC.

Project Title: **PROCUREMENT OF TONER CARTRIDGE**

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. DOMENIC 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.
- ${\bf 8.}\,\,\underline{\text{Non-submission of eligibility documents shall mean disqualification of Quotation}.$
- 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
- 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:

1200 may mg saretary read and decepted the Terms and Conditions, if we submit our quotations as follows.					
ITEM	ITEM & DESCRIPTION	UNIT OF	OTY.	UNIT	ITEM TOTAL
NO.	TIENT & DESCRIPTION	ISSUE	Q11.	PRICE	IIEM IOIAL
	ADMINISTRATIVE SUPPORT PROGRAM				
1	TONER CARTRIDGE	cartridge	10		
	SHARP MX-60FT-BA				
	Total Quoted Amount				

Amount in Words:				
	Delivery Period Warranty	:	Seven (7) Calendar Days	
			Signature over printed name	
			Office Telephone No./Fax/Mobile No.	
			Date	
		-	E-mail Address	