



**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)**

DATE : **JUNE 28, 2022** ✓

PR NO. : **CTO-22-OESC-789** ✓

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF VARIOUS CONSUMABLES  
(TONER CARTRIDGES AND OTHERS)**  
Approved Budget of the Contract : **Php 653,124.90**  
End-User / Implementing Office : **CITY TREASURER'S 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 **JULY 01, 2022, 10:00 AM** 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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 VARIOUS CONSUMABLES  
(TONER CARTRIDGES 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. 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 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, Risograph KZ 30, black	carts	10		
2	Toner Cartridge, for Ecosys M203dn/ L (TK-1147)	carts	7		
3	Toner Cartridge , # 114, Developer Bizhub 163	carts	5		
4	Toner Cartridge , for Developer Bizhub 164	carts	10		
5	Toner Cartridge , for Riso Master, CV / B4 UA	carts	5		
6	Toner Cartridge , Canon 312 for LBP 3050/ 3100/ 3150	carts	10		
7	Toner Cartridge , MLT-D111S for Samsung SL-M2020W, printer, black	carts	9		
8	Ribbon Cartridge, ERC-38B for TM-U220	carts	5		
9	Ribbon Cartridge, ERC-31	carts	50		
10	Toner, MX-235FT for Sharp 5623D copier	carts	5		
11	Ink Ribbon, for Adding Machine/ printing calculator, black & red, double spool	boxes	10		
12	Toner Cartridge , Laser Jet Pro M203dn, HP30A	carts	20		
13	POS Thermal Paper, 58mm x 0.5 mm x 50 rolls/ box	boxes	5		
14	Toner Cartridge , CF226A, black, original	carts	30		
<b>TOTAL AMOUNT</b>					

Amount in Words : \_\_\_\_\_  
 \_\_\_\_\_

OTHER INSTRUCTIONS/ SPECIFICATIONS:
• Certification from the distributor for the authenticity/ genuity of the consumables being offered.
• Authority to sell from manufacturer/ authorized or exclusive 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