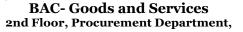


## **Republic of the Philippines QUEZON CITY GOVERNMENT**





Finance Building, Quezon City Hall Compound

## REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT

(**SECTION 53.9**)

Date: JUNE 21, 2022 PR No.: DBO-22-OESC-158 Name of Company Address Contact No. Project Title PROCUREMENT OF INK AND TONER\_ Approved budget of Php 499,225.00 the Contract

End-User /

Implementing Office: DEPARTMENT OF THE BUILDING OFFICIAL

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

JUNE 24, 2022, 10:00 A.M. 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) 2
- Mayor's/Business Permit (2022); 3
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by QC BAC - Goods and Services
- Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00) 6
- 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;
- 2 Bear the name and address of the Bidder in capital letters;
- Be addressed to the Procuring Entity's BAC.

PROCUREMENT OF INK AND TONER **Project Title:** 

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.

(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 in black ink only.
- 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 initiated 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:

ITE M NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE	ITEM TOTAL
1	Ink- Epson C13T664100 (T6641) Black	Bottle	300		
2	Toner- TN323 for Ineo 287	Piece	50		
			Total Quo	oted Amount	

<ul> <li>Certification from the distributor for the authenticity/Genuity of the consumables being offered</li> </ul>					
Autlooffer	nority to sell from m ed.	anufacturer / authorized or	exclusiv	ve distributor of the consumables bein	
		Delivery Period	:	_ Thirty (30) Calendar Days	
		Warranty	:		
				Signature over printed name	

Amount in Words:\_

Date

E-mail Address