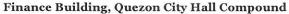


Republic of the Philippines **QUEZON CITY GOVERNMENT**

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





SEPTEMBER 20, 2022

REQUEST FOR QUOTATION **NEGOTIATED 53.9**

PR No.: ASSESSORS-22-OESC-PROCUREMENT OF RIBBON CARTRIDGE AND OTHERS

Date:

Approved budget of the Contract

Name of Company

Address Contact No.

PHP 571,020.00

End-User /

Project Title

Implementing Office : CITY ASSESSOR'S OFFICE

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT			
Item No. 1	P 143,500.00		
Item Nos. 2-3	P 172,848.00		
Item No. 4	P 254,672.00		
TOTAL ABC	P 571,020.00		

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

SEPTEMBER 23, 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); 1
- Business Registration (DTI/SEC) 2
- 3 Mayor's/Business Permit (2022);
- Tax Clearance; and 4
- Omnibus Sworn Statement prescribed by the QC BAC- Goods and Services 5
- 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 issued by QC BAC- Goods and Services.

ATTY. DOMINIC B. GARCIA Officer-in-Charge L'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:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Ribbon Cartridge, Epson LQ310	crtg	574		
2	Ink Cartridge, HP 932XL, black	crtg	24		
3	Ink Cartridge, HP 933XL, colored	Set	24		
4	Toner Cartridge, 26A	crtg	44		
	Total Quoted Amount				

HER REQUIREMENTS:			
	tor for the authenticity/ genui	ty of the c	onsumables being offered.
			r of the consumables being offered.
	Delivery Period	Î	Thirty (30) Calendar Days
	Warranty	:	
			Signature over printed name
			Office Telephone No./Fax/Mobile No.
			Date
			E-mail Address