



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : October 18, 2022

PROJECT NO. : CONSO-22-OESC-1497

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF RIBBON CARTRIDGE AND OTHERS**
Approved Budget of the Contract : **P 841,850.20**
End-User / Implementing Office : **CITY TREASURER'S OFFICE / PUBLIC EMPLOYMENT SERVICE OFFICE / OFFICE OF THE CITY MAYOR / TASK FORCE CONTROL AND PREVENTION OF ILLEGAL STRUCTURES AND SQUATTING**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
ITEM Nos. 1 - 10	P 549,144.20
ITEM Nos. 11 - 12	P 269,296.00
ITEM Nos. 13 - 14	P 18,360.00
ITEM Nos. 15 - 18	P 5,050.00
TOTAL ABC	P 841,850.20

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 **OCTOBER 21, 2022; 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 (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** issued by QC BAC- Goods and Services.


LATTY. 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
	CITY TREASURER'S OFFICE (CTO-22-OESC-1352)				
1	Ribbon Cartridge, for Epson C13S015639, black for printer LQ-310	cartridge	917		
2	Ribbon Cartridge, Epson C13S015632, black for printer LX-310	cartridge	500		
3	Toner Cartridge, for All-in-One Printer L3110 Ink Tank System, 4 set/color: Black-T00V100, Cyan-T00V200, Magenta-T00V300, Yellow-T00V400	set	10		
4	Ink Cartridge, HP CYM76AA (HP 682), Black	cartridge	7		
5	Ink Cartridge, HP 3YM76AA (HP 682), Tri-color	cartridge	5		
6	Ink Cartridge, for Epson C13T948100, T9481, Black	cartridge	5		
7	Ink Cartridge, for Epson C13T948200, T9482, Cyan	cartridge	5		
8	Ink Cartridge, for Epson C13T948300, T9483, Magenta	cartridge	5		
9	Ink Cartridge, for Epson C13T948400, T9484, Yellow	cartridge	5		
10	Toner Cartridge, Brother TN 2480 for HL - L2375DW printer	cartridge	30		
	PUBLIC EMPLOYMENT SERVICE OFFICE (PESO-22-OESC-1358)				
11	TONER - Kyocera Ecosys M4125idn, Ecosys 4132 idn	cartridge	10		
12	TONER - Kyocera Ecosys M3145idn, Ecosys 3645 idn	cartridge	16		
	OFFICE OF THE CITY MAYOR (OCM-22-OESC-1321)				
13	Riso Ink - Risograph SF5130	tube	4		
14	Master Roll - Risograph SF5130	roll	4		
	TASK FORCE CONTROL AND PREVENTION OF ILLEGAL STRUCTURES AND SQUATTING				

Handwritten signature and date: 2/2/2023

	(TFCOPRISS-22-OESC-1082)				
15	Printer Ink Epson Ink Bottles (T6441) BLACK	bottle	10		
16	Printer Ink Epson Ink Bottles (T6442) CYAN	bottle	3		
17	Printer Ink Epson Ink Bottles (T6441) MAGENTA	bottle	3		
18	Printer Ink Epson Ink Bottles (T6441)YELLOW	bottle	3		
-TOTAL					

Amount in Words: _____

Other Requirements:
1. Certification from the distributor for the authenticity/ genuity of the consumables being offered.
2. 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

