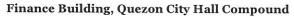


Republic of the Philippines QUEZON CITY GOVERNMENT

BAC- Goods and Services and Floor, Procurement Department,





REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT (SECTION 53.9)

Date:

February 28, 2023

		PR No.: OCM(G/OESC-0	
	Name of Company	:	-
	Address	:	
	Contact No.		
	Project Title	PROCUREMENT OF INK CARTRIDGES	
	Approved budget of the Contract	P 52,250.00	
	End-User / Implementing Office	OFFICE OF THE MAYOR (GAD COUNCIL OFFICE)	
Sι	ıbmit your quotatio	best offer for the item/s described below, subject to the Terms and Conditions on duly signed by you or your duly authorized representative not later than 2023, 10:00 A.M. Philippine Standard Time, together with the following d	8
of	your company: *		
	1 2	PhilGEPS certificate (not expired on the time of opening of quotations); Business Registration (DTI/SEC)	
	3 4	Mayor's/Business Permit (2023); / Tax Clearance; and	
	5	Omnibus Sworn Statement prescribed by QC BAC - Goods and Services	
	6 7	Income/Business Tax Return (for FY 2021) (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 will enter into and abide by the provisions of the JVA in the instance that the basiccessful.	: they id is

in a SEALED LONG BROWN ENVELOPE issued by QC BAC- Goods and Services.

ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAG 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	INK CARTRIDGE EPSON Printer 3110, Black	pcs	35		
2	INK CARTRIDGE EPSON Printer 3110, Cyan	pcs	20		
3	INK CARTRIDGE EPSON Printer 3110, Magenta	pcs	20		
4	INK CARTRIDGE EPSON Printer 3110, Yellow	pcs	20		
	Total Quoted Amount				

Othe	r Requirements:							
1. 2.	 Certification from the distributor for the authenticity/genuity of the consumables being offered. Authority to sell from manufacturer / exclusive distributor of the consumables being offered 							
	Delivery Period : Warranty :	Thirty (30) Calendar Days						
		Signature over printed name						
		Office Telephone No./Fax/Mobile No.						
		Date						
		E-mail Address						

Amount in Words: __