



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC- Goods and Services  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : APRIL 25, 2023  
PR No. : ITDD-23-OESC-0270

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF TONER AND OTHERS  
Approved budget of  
the Contract : Php 843,449.60  
End-User /  
Implementing Office : INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT

Item Nos.	Approved Budget for The Contract
1-18	P 798, 479.60
19	P 44,970.00
<b>TOTAL ABC</b>	<b>P843,449.60</b>

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 APRIL 28, 2023, 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 (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **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.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-in-Charge / Head, BAC Secretariat

TERMS AND CONDITIONS

- Bidders shall **provide correct and accurate** information required in this form in black ink only.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- 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.
- 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.
- The City General Services Department (CGSD) shall have the right to inspect the goods.
- Non-submission of eligibility documents shall mean disqualification of Quotation.
- 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.
- 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	EPSON INK BOTTLE - 1 set for Epson Eco Tank L14150 – Black, Cyan, Yellow, Magenta	Set	12		
2	TONER CARTRIDGE - HP 215A, Black Laser Jet, HP215A W2310A	Piece	12		
3	TONER CARTRIDGE - HP 215A, Cyan Laser Jet, HP215A W2311A	Piece	10		
4	TONER CARTRIDGE - HP 215A, Magenta Laser Jet, HP215A W2313A	Piece	10		
5	TONER CARTRIDGE - HP 215A, Yellow Laser Jet, HP215A W2312A	Piece	10		
6	INK BOTTLE EPSON - L3150 Ecotank Color, Epson 003, C130T00V100, Black	Piece	5		
7	INK BOTTLE EPSON - L3150 Ecotank Color, Epson 003, C130T00V200, Cyan	Piece	5		
8	INK BOTTLE EPSON - L3150 Ecotank Color, Epson 003, C130T00V300, Magenta	Piece	5		
9	INK BOTTLE EPSON - L3150 Ecotank Color, Epson 003, C130T00V400, Yellow	Piece	5		
10	INK BOTTLE SET – for Canon Pixma G2010 Printer, Canon Pixma GI-790, CMYK	Set	18		
11	TONER CARTRIDGE - for Copier Machine Fuji DCS2320, S1810, S2010, S2220, S2420, 9,000 yield capacity, Black	Cartridge	10		
12	TONER CARTRIDGE - for HP Color Laser Jet Pro MFP M182n, HP 216A, Black	Cartridge	10		
13	TONER CARTRIDGE - for HP Color Laser Jet Pro MFP M182n, HP 216A, Cyan	Cartridge	10		
14	TONER CARTRIDGE - for HP Color Laser Jet Pro MFP M182n, HP 216A, Magenta	Cartridge	10		
15	TONER CARTRIDGE - for HP Color Laser Jet Pro MFP M182n, HP 216A, Yellow	Cartridge	10		
16	TONER CARTRIDGE - for HP Laser Jet M506, HP CF287A (87A)	Cartridge	10		
17	TONER CARTRIDGE - for HP Laser Jet P4015N, HP CC364A, Black	Cartridge	3		



18	TONER CARTRIDGE - HP Color Laser Jet Pro M102A, Black, HP 17A, Black	Cartridge	15		
19	DRUM CARTRIDGE – Copier Machine Fuji DCS2320	Cartridge	3		
	Total Quoted Amount				

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 / 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

\_\_\_\_\_  
E-mail Address

V W