



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 : **MAY 23, 2023**  
PR No. : **QCTD-23-OESC-**  
**0301D**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF INK TONER, MASTER ROLL, AND OTHERS**  
Approved budget of  
the Contract : **Php 157,640.00**  
End-User /  
Implementing Office : **QUEZON CITY TOURISM DEPARTMENT**

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

**MAY 26, 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 2022) (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

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
	INK, TONER				
1	Ink for Printer Brother MFC T800W; Ink refill for MFC T800W, colored (black, magenta, cyan, and yellow)	Piece	10		
2	Ink Toner for PE Fujixerox Toner for Fuji S2, black	Piece	2		
3	Ink for EPSON L360, L565, L120, Ink for EPSON L360 (black)	Piece	120		
4	Ink for EPSON L360, L565, L120 (colored: cyan, magenta, yellow)	Piece	120		
5	Ink for Duplo G14 (black)	Piece	6		
6	Duplo Roll Master; for Duplo DR G20	Piece	5		
	Total Quoted Amount				

Amount in Words: \_\_\_\_\_

Other Requirements:

- 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 : **Thirty (30) Calendar Days**

Warranty : \_\_\_\_\_

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address