



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

DATE : JUNE 13, 2023

PROJECT NO. : VET-23-OESC-0607B

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : PROCUREMENT OF INK CARTRIDGE AND OTHERS

Approved Budget of the Contract : P 460,213.50

End-User / Implementing Office : Quezon City Veterinary Department

BREAKDOWN OF ABC	
Item no. 1	P 9,000.00
Item no. 2	P 30,000.00
Item no. 3	P 15,000.00
Item no. 4	P 15,000.00
Item no. 5	P 15,000.00
Item no. 6	P 18,400.00
Item no. 7	P 13,800.00
Item no. 8	P 13,800.00
Item no. 9	P 13,800.00
Item no. 10	P 31,490.00
Item no. 11	P 24,500.00
Item no. 12	P 24,500.00
Item no. 13	P 24,500.00
Item no. 14	P 24,500.00
Item nos. 15 - 19	P 186,923.50
TOTAL	P 460,213.50

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 **JUNE 16, 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 the **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.**


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
1	CALCULATOR - type: desktop type, Digit: 12 digits, Solar and battery. Rounding selector - F: floating decimals, CUT: values are cut off, UP: values are rounded up, 5/4: values are rounded off, key rollover, plastic keys designed and engineered for easy operation, with metal faceplate, Dimensions: (D x W x H): 175.5 x 129 x 33.2mm, Weight: 165g	Unit	10		
2	INK CARTRIDGE - for Epson L120, C13T664100 color: BLACK, 70 ml per bottle	Bottle	60		
3	INK CARTRIDGE - for Epson L120, C13T664200 color: CYAN, 70 ml per bottle	Bottle	30		
4	INK CARTRIDGE - for Epson L120, C13T664300 color: MAGENTA, 70 ml per bottle	Bottle	30		
5	INK CARTRIDGE - for Epson L120, C13T664400 color: YELLOW, 70 ml per bottle	Bottle	30		
6	INK CARTRIDGE - for Epson L3150, C13T00V100 color: BLACK, 65ml per bottle	Bottle	40		
7	INK CARTRIDGE - for Epson L3150, C13T00V200 color: CYAN, 65ml per bottle	Bottle	30		
8	INK CARTRIDGE - for Epson L3150, C13T00V300 color: MAGENTA, 65ml per bottle	Bottle	30		
9	INK CARTRIDGE - for Epson L3150, C13T00V400 color: YELLOW, 65ml per bottle	Bottle	30		
10	MASTER ROLL - for Duplo DRA12 Digital Duplicator	Roll	5		
11	INK CARTRIDGE - for Epson L6160, C13T03Y100, Color: BLACK, 127 ml per bottle	Bottle	35		
12	INK CARTRIDGE - Epson L6160, C13T03Y200 color: CYAN, 70 ml per bottle	Bottle	35		
13	INK CARTRIDGE - for Epson L6160, C13T03Y200 color: MAGENTA, 70 ml per bottle	Bottle	35		
14	INK CARTRIDGE - for Epson L6160, C13T03Y200 color: YELLOW, 70 ml per bottle	Bottle	35		

15	INK CARTRIDGE - Ink for Duplo DA-14, color: black, 600 ml per cartridge ✓	Cartridge ✓	12 ✓		
16	TONER - MX-237FT, toner for model: AR-7024 ✓	Cartridge ✓	10 ✓		
17	DRUM CARTRIDGE - CT 351075, Net weight: 1.5kg, Gross, weight: 1.9 kg ✓	Drum ✓	1 ✓		
18	LASER JET TONER CARTRIDGE – (CF217A) For laser Jet pro printer (M102a) ✓	Cartridge ✓	5 ✓		
19	RIBBON CARTRIDGE - For Epson printer ERC-38B POS ribbons, ink color: black, 6 pieces per box ✓	Box ✓	50 ✓		
				TOTAL	

Amount in Words: _____

Other Requirements:
<ul style="list-style-type: none">• Certification from the distributor for the authenticity/Genuity of the consumables being offered
<ul style="list-style-type: none">• Authority to sell from manufacturer or exclusive/ authorized 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