



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC – Goods and Services  
2<sup>nd</sup> floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : AUG 29 2023  
PROJECT NO. : ACCOUNTING-23-  
OEPA-1332

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : RM – MACHINERY AND EQUIPMENT  
Approved Budget of  
the Contract : Php238,530.86  
End-User /  
Implementing Office : CITY ACCOUNTING DEPARTMENT

| Breakdown of Approved Budget for the Contract |                      |
|---|----------------------|
| Item Nos. 1-14                                | Php 214,136.36       |
| Item Nos. 15-18                               | Php 24,394.50        |
| <b>TOTAL ABC</b>                              | <b>Php238,530.86</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 SEP 01 2023 10:00 AM 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**.

  
**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.
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 |
|----------|---|---------------|------|------------|------------|
|          | <b>Administrative Support Program</b><br><b>RM- MACHINERY AND EQUIPMENT</b><br><b>FUJI XEROX DOCUCENTRE S2320</b><br>Serial Nos: 419283, 419278, 419270 ✓ |               |      |            |            |
| 1        | Fuser Unit  | UNIT          | 3    |            |            |
| 2        | Drum Kit  | UNIT          | 4    |            |            |
| 3        | Pick Up Roller and Retard Pad   | SET           | 5    |            |            |
| 4        | Door Switch Cover   | PIECE         | 2    |            |            |
|          | <b>SHARP AR-5620N</b><br>Serial No: 43021376 ✓  |               |      |            |            |
| 5        | Drum  | PIECE         | 1    |            |            |
| 6        | Developer   | PIECE         | 1    |            |            |
| 7        | Cleaner Blade   | PIECE         | 1    |            |            |
| 8        | Drum Blade  | PIECE         | 1    |            |            |
| 9        | Operation PWB   | PIECE         | 1    |            |            |
|          | <b>GESTETNER DX 2430</b><br>Serial No: N9200170243 ✓  |               |      |            |            |
| 10       | Separation Pad Assy   | PIECE         | 1    |            |            |
| 11       | Roller Paper Feed Assy  | PIECE         | 1    |            |            |
| 12       | Paper Delivery Belt   | PIECE         | 1    |            |            |

*Handwritten signature/initials*

|                             |   |       |   |  |  |
|-----------------------------|---|-------|---|--|--|
|                             | <b>Administrative Support Program</b><br><b>RM- ICT EQUIPMENT</b><br><b>SHARP MX-M5070</b><br>Serial No. 9E000779 (95033009) ✓                  |       |   |  |  |
| 13                          | DSPF Pick-Up Roller   | PIECE | 2 |  |  |
| 14                          | Paper Feed Roller   | PIECE | 2 |  |  |
|                             | <b>Fiscal Control and Management Program</b><br><b>RM- MACHINERY AND EQUIPMENT</b><br><b>SHARP MX-M5070</b><br>Serial No. 9E000769 (95033129) ✓ |       |   |  |  |
| 15                          | Paper Feed Roller Kit   | PIECE | 3 |  |  |
| 16                          | Reverse Roller  | PIECE | 3 |  |  |
|                             | <b>SHARP MX-M5070</b><br>Serial No. 9E000809 (95043768) ✓   |       |   |  |  |
| 17                          | Paper Feed Roller Kit   | PIECE | 2 |  |  |
| 18                          | Reverse Roller  | PIECE | 2 |  |  |
| <b>TOTAL QUOTED AMOUNT:</b> |   |       |   |  |  |

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

Delivery Period : Thirty (30) Calendar Days ✓  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name  
\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Email Address

