



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : August 2, 2023

PROJECT NO. : QCDTRC(TAHANAN)-23-OESC-0508B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF INK CARTRIDGE AND OTHERS  
Approved Budget of the Contract : Php255,962.41  
End-User / Implementing Office : QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)

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 **August 07, 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.

  
**MA. MARGARITA T. SANTOS, DPA**  
Chairperson, BAC- Goods and Services

**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
	<i>With the following minimum Technical Specifications</i>				
1	Drum Cartridge, Copier Machine-Fuji DCS2320 CT351075, Black	piece	1		
2	Ink Bottle BTD60BK, Black	bottle	60		
3	Ink Bottle BT5000, Cyan	bottle	40		
4	Ink Bottle, BT5000, Magenta	bottle	40		
5	Ink Bottle, BT5000, Yellow	bottle	40		
6	BP-30M28, Toner Black	piece	5		
7	BP-30M28, Drum	piece	2		
8	BP-30M28, Developer	piece	2		
9	BP-30M28, Cleaner Blade	piece	2		
10	BPS 350, Ink	piece	4		
11	BPS 350, Master Roll	piece	2		
12	SPECIALTY BOARD PAPER, (Color: Cream), 220gsm letter size, 10's/pack	pack	10		
13	METALLIC FOIL, Assorted color, gold, silver, red, and green	piece	100		
14	CREPE PAPER, Assorted Color	piece	150		
15	COLORLED PAPER, Assorted color, 8.5 inches x 11 inches, 250's/pack	pack	25		
16	HOT MELT GLUE GUN, MCG-0020, small	piece	5		
17	HOT MELT GLUE GUN, MCG-0060, big	piece	5		
18	GLUE STICK, Hot Melt, small, 6's/pack	pack	30		
19	GLUE STICK, Hot Melt, big, 4's/pack	pack	30		
20	BALLPEN, Regular Black	piece	300		
21	BALLPEN, Regular Blue	piece	300		
22	CRAYON, 8 pieces/box	box	75		
23	CRAYON, 24's/box, non-toxic	box	100		
24	OIL PASTEL, 16 colors/box	box	50		
25	ILLUSTRATION BOARD, (30 inches x 40 inches) 1 whole 760mm x 1000mm, 860gsm, 1.30mm thickness, double face (black and white), smooth finish	piece	100		
TOTAL					

**Amount in Words:**

OTHER REQUIREMENTS:
<ul style="list-style-type: none"><li>• Certification from the manufacturer/exclusive or authorized distributor for the authenticity/genuity of the consumables being offered.</li><li>• Authority to sell from the manufacturer/exclusive or authorized distributor of the consumables being offered.</li></ul>

Delivery Period : **Thirty (30) Calendar Days**

Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

