



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 : AUGUST 15, 2023

PROJECT NO. : TTMD-23-OEPA-1004B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT (PARTS AND LABOR)  
Approved Budget of the Contract : Php60,605.84  
End-User / Implementing Office : TRAFFIC AND TRANSPORT MANAGEMENT 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 **AUGUST 18, 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**.

  
**L. 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
1	RISOGRAPH MACHINE (RISO CV3230) Pick-Up Roller and Retard Pad, Motor Ink, Master Roll, Ink COPYING MACHINE (FUJI XEROX DCS2011) Drum Unit, Fuser Unit, Pick-Up Roller and Retard Pad, Door Switch, Toner Cartridge	Lot	1		
TOTAL:					

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

Other Requirement/s:

- Statement of Warranty – minimum of six (6) months.

- Certification from the distributor for the authenticity/genuity of the consumables being offered.

- 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

# Cost Derivation

PROJECT NAME: REPAIR AND MAINTENANCE OF  
OFFICE EQUIPMENT (PARTS AND LABOR)  
PROJECT NO. TTMD-23-OEPA-1004B

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	RISOGRAPH MACHINE (RISO CV3230)				
1	Pick-Up Roller and Retard Pad	Set	1		
2	Motor Ink	Piece	1		
3	Master Roll	Roll	1		
4	Ink	Piece	1		
	COPYING MACHINE (FUJI XEROX DCS2011)				
5	Drum Unit	Unit	1		
6	Fuser Unit	Unit	1		
7	Pick-Up Roller and Retard Pad	Set	1		
8	Door Switch	Piece	1		
9	Toner Cartridge	Cartridge	1		
TOTAL QUOTED AMOUNT:					

I hereby certify to comply and deliver all the above requirements.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Quote for and behalf of: \_\_\_\_\_