



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : SEP 06 2023

PROJECT NO. : DSQC-23-OESC-1056

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF INK CARTRIDGE AND OTHERS
Approved Budget of the Contract : Php535,578.25
End-User / Implementing Office : DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY

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 11 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 minimum technical specifications:</i>				
1	Cash Register Tape, 76mm single ply	piece	1,000		
2	DVD Rewritable, 4x speed, 4.7GB capacity	piece	50		
3	Drum Cartridge – Photocopying machine Fuji Xerox DocuCentre S2520 Model: D-B132	cartridge	5		
4	Epson Ribbon Cartridge, ERC-38B	cartridge	25		
5	Ink, for duplicating machine HFECCE13AEJA1 FUJI DOCUCENTRE - S2520/S2320/S2011 Blue Digital Duplicator Machine Blue Solutions Digital Printer Ink	piece	21		
6	Ink Cartridge, Epson T6641, Black	cartridge	41		
7	Ink Cartridge, Epson T6643, Magenta	cartridge	40		
8	Ink Cartridge, Epson T6644, Yellow	cartridge	40		
9	Ink Cartridge, Epson T6642, Cyan	cartridge	40		
10	Ink Cartridge, Epson 003, Black	cartridge	70		
11	Ink Cartridge, Epson 003, Magenta	cartridge	70		
12	Ink Cartridge, Epson 003, Yellow	cartridge	70		
13	Ink Cartridge, Epson 003, Cyan	cartridge	70		
14	Master Roll, for duplicating machine BPS 150/250/350 C-4 Blue Digital Duplicator Machine Blue Solutions Digital Printer Ink/Master roll	roll	20		
15	Toner Cartridge, for photocopying machine, black Toner Cartridge DocuCentre Fuji Xerox,	cartridge	20		

	S2011/S2320/S2520/S2110 ✓ Drum Cartridge DocuCentre ✓ S2011/S2110/S2320/S2520 ✓ Code: CT351075 ✓				
16	Flash Drive, 16GB ✓	piece ✓	51 ✓		
TOTAL					

Amount in Words: _____

Delivery Period : **Fifteen (15) Calendar Days** ✓
Warranty : _____

OTHER REQUIREMENTS:
• ✓ Certification of authenticity/genuity of the consumables being offered. • ✓ Authority to sell from manufacturer / exclusive / or authorized distributor of the consumables being offered.

Signature over printed name ✓

Office Telephone No./Fax/Mobile No. ✓

Date ✓

Email Address ✓

[Handwritten signature]