



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : SEP 13 2023

PROJECT NO. : HRMD-23-OESC-0761

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF INK CARTRIDGE AND OTHERS
Approved Budget of the Contract : Php1,101,460.20
End-User / Implementing Office : HUMAN RESOURCE 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 SEP 18 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
1	INK CARTRIDGE - for HP Deskjet Ink Advantage 3545, HP 678, Black	Cartridge	30		
2	INK BOTTLE - GI-71 (Black)	Bottle	10		
3	INK BOTTLE - GI-71 (Cyan)	Bottle	5		
4	INK BOTTLE - GI-71 (Magenta)	Bottle	5		
5	INK BOTTLE - GI-71 (Yellow)	Bottle	5		
6	INK BOTTLE - Epson 003 Black	Bottle	10		
7	INK BOTTLE - Epson 003 Magenta	Bottle	5		
8	INK BOTTLE - Epson 003 Cyan	Bottle	5		
9	INK BOTTLE - Epson 003 Yellow	Bottle	5		
10	TONER CARTRIDGE - 107A Laser Toner Cartridge Black	Cartridge	40		
11	TONER CARTRIDGE - (Black) HP Laser Jet Pro 85A	Cartridge	20		
12	RIBBON CARTRIDGE - Black Ribbon for PRINTRONIX P8000 / P7000, Black	Cartridge	50		
13	TONER CARTRIDGE - Toner Cartridge for Fujixerox Docuprint M455 df (25K)	Cartridge	10		

Handwritten signature/initials

14	MASTER ROLL - Copy printer masters CPMT 17, Gestetner digital duplicator	Roll	15		
15	INK - Gestetner Cpi7 Black Ink Toner	Cartridge	20		
16	TONER CARTRIDGE - for Fujixerox DocuCentre S2520/S2320	Cartridge	10		
17	DRUM CARTRIDGE -for Fujixerox DocuCentre S2520/S2320	Cartridge	3		
18	DRUM CARTRIDGE - Fujixerox Drum Cartridge Replacement for Docuprint M455 df	Cartridge	3		
19	RIBBON CARTRIDGE - For Tally Genicom 6800 Line Printer	Cartridge	50		
TOTAL					

Amount in Words:

Other Requirement/s:
<ul style="list-style-type: none">- 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