



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 : NOVEMBER 7, 2023

PROJECT NO. : CAD-23-OESC-1704

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF INK CARTRIDGE AND OTHERS  
Approved Budget of the Contract : Php997,121.00  
End-User / Implementing Office : CITY ARCHITECT 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 **NOVEMBER 10, 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
1	Ink Cartridge, HP T650 Plotter - HP 712 B series, 3ED 71A Black Ink, 80ml	cartridge	25		
2	Ink Cartridge, HP T650 Plotter - HP 712 series, 3ED67A Cyan Ink, 29ml	cartridge	10		
3	Ink Cartridge, HP T650 Plotter - HP 712 series, 3ED68A Magenta Ink, 29ml	cartridge	10		
4	Ink Cartridge, HP T650 Plotter - HP 712 series, 3ED69A Yellow Ink, 29ml	cartridge	10		
5	Ink Cartridge, HP T520 Plotter - HP 711 CZ130A, Cyan Ink, 29ml	cartridge	10		
6	Ink Cartridge, HP T520 Plotter - HP 711 CZ131A, Magenta Ink, 29ml	cartridge	10		
7	Ink Cartridge, HP T520 Plotter - HP 711 CZ132A, Yellow Ink, 29ml	cartridge	10		
8	Ink Cartridge, Plotter - EPSON SC T5130, Black Ink, 50ml	cartridge	25		
9	Ink Cartridge, Plotter - EPSON SC T5130, Yellow Ink, 26ml	cartridge	10		
10	Ink Cartridge, Plotter - EPSON SC T5130, Cyan Ink, 26ml	cartridge	10		
11	Ink Cartridge, Plotter - EPSON SC T5130, Magenta Ink, 26ml	cartridge	10		
12	Ink Cartridge, for Canon IP2700 Pixma - PG 810 (Black)	cartridge	19		
13	Ink Cartridge, for Canon IP2700 Pixma - CL 811 (Color)	cartridge	16		
14	Toner Cartridge - Printer-HP LaserJet P1102, Black (85A)	cartridge	3		
15	Toner Kit (TK-479) for Kyocera FS - 6025MFP/6030MFP/6525MFP/6530MFP	kit	3		
16	Toner kit for Kyocera copier - TK-7120 (TasKalfa 3212i)	kit	2		

17	Envelope, expanding, Kraft board, A3 size	piece	100		
18	Folder, expanding, legal size	piece	98		
19	Toner Cartridge, CANON, LaserJet Printer 325LBP6030/ Black	cartridge	10		
20	Toner Cartridge, Printer-HP LaserJet M102A, Black (17A)	cartridge	2		
21	Toner Cartridge, Printer-HP LaserJet M12A, Black (79A)	cartridge	2		
22	Plotter Paper, 24 inches x 50 yards/roll	roll	15		
23	Ink Cartridge, Plotter – EPSON SC T5130, Black Ink, 80ml (T40B1)	cartridge	8		
24	Ink Cartridge, Plotter – EPSON SC T5130, Yellow Ink, 50ml (T40B4)	cartridge	12		
25	Ink Cartridge, Plotter – EPSON SC T5130, Cyan Ink, 50ml (T40B2)	cartridge	12		
26	Ink Cartridge, Plotter – EPSON SC T5130, Magenta Ink, 50ml (T40B3)	cartridge	12		
27	Ink Cartridge, HP T520 Plotter – HP 711B 3WX00A, Black Ink, 80ml	cartridge	23		
TOTAL:					

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

\_\_\_\_\_

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

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

<b>Other Requirements:</b>	
✓ 1.	Certification from the Manufacturer/ Exclusive or Authorized Distributor for the Authenticity / Genuity of the consumables being offered.
✓ 2.	Authority to sell from Manufacturer / Exclusive / or Authorized Distributor of the consumables being offered.