



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1**

DATE : **OCTOBER 31, 2023**

PROJECT NO. : **QCU-23-OESC-1103**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS CONSUMABLES**
Approved Budget of the Contract : **PHP1,519,839.20**
End-User / Implementing Office : **QUEZON CITY UNIVERSITY**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
FOR ITEM NOS. 1-10	P 812,676.00
FOR ITEM NOS. 11-14	P 274,560.00
FOR ITEM NOS. 15-32	P 346,400.00
FOR ITEM NOS. 33-38	P 86,203.20
TOTAL ABC:	P 1,519,839.20

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 7, 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

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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
	ADMINISTRATIVE SUPPORT SERVICES PROGRAM				
1	Ink for Epson L5190/L3150, 003, black, genuine	bottle	48		
2	Ink for Epson L5190/L3150, 003, magenta, genuine	bottle	48		
3	Ink for Epson L5190/L3150, 003, cyan, genuine	bottle	48		
4	Ink for Epson L5190/L3150, 003, yellow, genuine	bottle	48		
5	Ink Epson T6641, black, 70ml, genuine	bottle	150		
6	Ink Epson T6642, cyan, 70ml, genuine	bottle	150		
7	Ink Epson T6643, magenta, 70ml, genuine	bottle	150		
8	Ink Epson T6644, yellow, 70ml, genuine	bottle	150		
9	Toner Cartridge TK-7120, for Kyocera TasKalfa 3212i	cartridge	46		
10	Toner Cartridge MX-AR 6031N Copier Machine	cartridge	6		
	ACADEMIC PROGRAM				
11	Ink Cartridge Epson T6641, black, 70ml, genuine	cartridge	350		

Handwritten signature/initials

12	Ink Cartridge Epson T6642, cyan, 70ml, genuine	cartridge	250		
13	Ink Cartridge Epson T6643, magenta, 70ml, genuine	cartridge	250		
14	Ink Cartridge Epson T6644, yellow, 70ml, genuine	cartridge	250		
	STUDENT SUPPORT SERVICES PROGRAM				
15	Continuous Ink Epson L3150 printer, yellow	bottle	15		
16	Genuine Matica Technologies EDIsecure XID8100-AZe COLOR RIBBON Ultra High Definition Color Ribbon; High Capacity: 1,000 prints/roll; made in Japan	roll	4		
17	Genuine Matica Technologies EDIsecure XID8100-AZe RETRANSFER FILM High definition retransfer films; yields: 500 counts/roll for dual sided printing, Made in Japan	roll	4		
18	Ink Cartridge Epson C13T664100 (T6641), Black	bottle	80		
19	Ink Cartridge Epson C13T664200 (T6642), Cyan	bottle	60		
20	Ink Cartridge Epson C13T664300 (T6643), Magenta	bottle	60		
21	Ink Cartridge Epson C13T664400 (T6644), Yellow	bottle	60		
22	Ink Cartridge Epson Genuine Bottle Ink Set 70ml T664 CMYK	set	5		
23	Ink Cartridge Brother LC73c, Cyan	cartridge	12		
24	Ink Cartridge Brother LC73k, Black	cartridge	14		
25	Ink Cartridge Brother LC73m, Magenta	cartridge	12		
26	Ink Cartridge Brother LC73y, Yellow	cartridge	12		
27	Ink Cartridge Epson 003/L3110/L3150 CISS Louvre Ink (Black) 65ml	bottle	15		
28	Ink Cartridge Epson 003/L3110/L3150 CISS Louvre Ink (Cyan) 65ml	bottle	12		

Handwritten signature/initials in blue ink.

29	Ink Cartridge Epson 003/L3110/L3150 CISS Louvre Ink (Magenta) 65ml	bottle	12		
30	Toner Cartridge TK-7120 for Kyocera TasKalfa 3212i	unit	6		
31	Transparency Film (need for accre. prep.) with transparent and high ink-absorbing coat, ideal for color prints of images, graphs and charts, size: A4, 325 microns, clear: color, 10 sheets per pack	pack	5		
32	Transparency Film (need for accre. prep.) with transparent and high ink-absorbing coat, ideal for color prints of images, graphs and charts, size: Legal, 325 microns, clear: color, 10 sheets per pack	pack	5		
	RESEARCH, EXTENSION PLANNING AND LINKAGES PROGRAM				
33	Ink Cartridge ink for Epson L1300 printer, Yellow	cartridge	29		
34	Ink Cartridge ink for Epson L1300 printer, Black	cartridge	30		
35	Ink Cartridge ink for Epson L1300 printer, Cyan	cartridge	29		
36	Ink Cartridge ink for Epson L1300 printer, Magenta	cartridge	29		
37	Ink Set Epson 003, for Epson L3110 (Cyan, Yellow, Magenta, Black), 4 bottles/set	set	10		
38	Toner Cartridge TK-7120, for Kyocera TasKalfa 3212i	cartridge	4		
TOTAL					

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over Printed Name

Office Telephone No./Fax/Mobile No.

Date

Email Address



<u>Other Requirement/s:</u>	
1.	Certification from the manufacturer/exclusive or authorized distributor for the authenticity/genuity of the consumables being offered. ✓
2.	Authority to sell from the manufacturer/exclusive or authorized distributor of the consumables being offered. ✓

