



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : MARCH 5, 2024
PROJECT NO. : OCM(PDAO)-24-OSD-0317

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES & OTHERS**
Approved Budget of the Contract : **Php 459,352.00**
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)**

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 **MARCH 8, 2024, 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 (2024);
- 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**.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.

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 EPSON L3110 (003) , Black ✓	CART	100 ✓		
2.	INK EPSON L3110 (003) , Magenta ✓	CART	100 ✓		
3.	INK EPSON L3110 (003) , Cyan ✓	CART	100 ✓		
4.	INK EPSON L3110 (003) , Yellow ✓	CART	100 ✓		
5.	INK CARTIDGE, Digital Duplicator Riso CV 1200/Type 800ml ✓	CART	20 ✓		
6.	MASTER ROLL, Riso Master CV B4: Approx. 200 sheets per roll ✓	CART	30 ✓		
7.	LETTER HEAD - A4 90gsm with control number	REAMS ✓	100 ✓		
8.	WIRED MOUSE AND KEYBOARD COMBO ✓ Philips Connectivity: USB wired, Keyboard keys: 104/105/107; Keyboard Lifespan: 10 million keystrokes; Cable Length: 1.5 meters; Color: Black; 1 unit wired keyboard and 1 unit wired mouse ✓	SET ✓	54 ✓		
9.	HDMI CABLE - 5 meters ✓	PCS	3 ✓		
TOTAL:					

Amount in Words: _____

[Handwritten signature]

Other Requirement:
FOR ITEM NOS. 1-6
1. Certification from the distributor for the authenticity/Genuity of the consumables being offered.
2. Authority to sell from manufacturer/exclusive 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

[Handwritten signature]