



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 : APRIL 16, 2024

PROJECT NO. : CPO-24-OESC-0663B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF INK AND OTHERS  
Approved Budget of the Contract : Php558,111.40  
End-User / Implementing Office : CITY PROSECUTOR'S 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 **APRIL 19, 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 2023) (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	Retractable Ballpoint Pen, black	piece	200		
2	Retractable Ballpoint Pen, blue	piece	150		
3	Paper Clip, nickel, jumbo 50mm, 100 pieces/box	box	100		
4	Sign Pen, black, liquid/gel ink, 0.5mm needle trip, retractable	piece	300		
5	Sign Pen, blue, liquid/gel ink, 0.5mm needle trip, retractable	piece	150		
6	Sign Pen, green, liquid/gel ink, 0.5mm needle trip, retractable	piece	100		
7	Data Folder, made of chipboard, taglia lock	piece	60		
8	Transparent Tape, 1 inch x 50 meters	roll	30		
9	Transparent Tape, 2 inches x 50 meters	roll	31		
10	Masking Tape, 1 inch x 25 meters	roll	30		
11	Masking Tape, 2 inches x 25 meters	roll	30		
12	Packaging Tape, 2 inches x 50 meters	roll	30		
13	Ink Brother BTD60, black, 108ml	bottle	25		
14	Ink Brother BT5000C, cyan	bottle	30		
15	Ink Brother BT5000M, magenta	bottle	30		
16	Ink Brother BT5000Y, yellow	bottle	30		
17	Ink Epson 003, cyan, 65ml	bottle	40		
18	Ink Epson 003, magenta, 65ml	bottle	40		
19	Ink Epson 003, yellow, 65ml	bottle	40		
20	Ink Epson 001, black, 127ml	bottle	200		
21	Ink Epson 001, cyan, 70ml	bottle	150		
22	Ink Epson 001, magenta, 70ml	bottle	150		
23	Ink Epson 001, yellow, 70ml	bottle	150		

*[Handwritten signature]*

24	Toner for Sharp Photocopier BP-20M24 (BP-FT201)	cartridge	10		
25	Drum for Sharp Photocopier BP-20M24	drum	5		
26	Developer for Sharp Photocopier BP-20M24	pack	5		
TOTAL:					

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

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

\_\_\_\_\_  
Signature over printed name  
\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Email Address

**OTHER REQUIREMENTS:**  
  
**For Item Nos. 13-26**  
**1. Certification from the manufacturer or exclusive / authorized distributor for the authenticity / genuity of the consumables being offered.**  
**2. Authority to sell from manufacturer or exclusive / authorized distributor of the consumables being offered.**