



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 23, 2024

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

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 26, 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  |            |            |

|        |   |           |    |  |  |
|--------|---|-----------|----|--|--|
| 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.**

*[Handwritten signature]*