



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : JULY 16, 2024
Project
No. : DSQC-24-OESC-0957C

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF INK CARTRIDGE AND OTHERS**
Approved Budget of
the Contract : **P 605,754.89**
End-User /
Implementing Office : **DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY**

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 **JULY 19, 2024, 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 (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

[Handwritten signature]

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 PROGRAM				
1	DRUM CARTRIDGE Photocopying Machine for Fuji Xerox	cartridge	4		
2	DRUM CARTRIDGE Photocopying Machine for Ricoh	cartridge	4		
3	EPSON RIBBON CARTRIDGE ERC-38B	cartridge	25		
4	INK For Duplicating Machine Blue Digital Duplicator Machine Blue Solutions Digital Printer Ink/Master Roll	piece	18		
5	INK CARTRIDGE EPSON 003, Black	cartridge	100		
6	INK CARTRIDGE EPSON 003, Magenta	cartridge	100		
7	INK CARTRIDGE EPSON 003, Yellow	cartridge	100		
8	INK CARTRIDGE EPSON 003, Cyan	cartridge	100		
9	MASTER ROLL For Duplicating Machine BPS250	roll	20		
10	TONER CARTRIDGE For Photocopying Machine, Black Ricoh M2702	cartridge	15		
11	TONER CARTRIDGE For Photocopying Machine, Black Toner Cartridge DocuCentre Fuji Xerox, S2011/S2320/S2520/S2110 Drum Cartridge DocuCentre S2011/S2110/S2320/S2520 Code: CT351075	cartridge	18		
Total Quoted Amount					

Amount in Words: _____

APR 25

OTHER REQUIREMENTS:	
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.

Delivery Period : Sixty (60) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

AP JES