Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph

BAGONG PILIPINAS

REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : **October 15, 2024**

Project No. : **QCYDO-24-OESC-1387D**

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **PROCUREMENT OF TONER CARTRIDGE**

Approved Budget of the Contract : **P 72,000.00**

End-User / Implementing Office : **QUEZON CITY YOUTH DEVELOPMENT 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 **October 18, 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

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	**TONER CARTRIDGE,** compatible APEOS C2560 (black, cyan, magenta and yellow), yield capacity 15,000	set	5		
				Total Quoted Amount	

Amount in Words: _____

_____

OTHER REQUIREMENTS:

1. **Certification from the manufacturer or exclusive / authorized distributor for the authenticity / genuity of the consumables being offered with project title and project number.**
2. **Authority to sell from manufacturer or exclusive / authorized distributor of the consumables being offered with project title and project number.**

Delivery Period   :   <u>Thirty (30) Calendar Days</u>

Warranty   :   _____

_____
Signature over printed name

_____
Office Telephone No./Fax/Mobile No.

_____
Date

_____
Email Address

QCG.PD.TSD.F.07