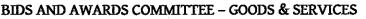


Republika ng Pilipinas Lungsod Quezon





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

REQUEST FOR QUOTATION NEGOTIATED PROCUREMENT SECTION 53.1

	DATE : NOVEMBER 14, 2024
	PROJECT NO. : NDH-24-OESC-0975C
Name of Company	:
Address	:
Contact No.	=
Project Title	: PROCUREMENT OF INK CARTRIDGE AND OTHERS
Approved Budget of the Contract	: _Php541,319.30
End-User / Implementing Office	: NOVALICHES DISTRICT HOSPITAL
	BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT

P 144,960.00

TOTAL:
P 541,319.30

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

NOVEMBER 19, 2024, 10:00 AM Philippine Standard Time, together with the following documents of

Item Nos. 1 to 28

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)
- 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.

MA MARGARITA S. MEJIA, DPA
Chairperson, BAC-Goods and Services

P 396,359.30

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	A4 PET Laminating Sheet ID Sheets PET film, 100 sheets/box	box	2		
2	Adding Machine tape, 57 x 700mm (set of 3)	roll	50		
3	Brother DCP-L2540DW DR-2355 Drum Kit	piece	15		
4	Calculator Solar & Battery, 12 digits, extra-large display	piece	10		
5	Calculator, compact, 12 digits	unit	5		
6	Canon pixma g2000 cartridge head CA92 color	piece	10		
7	Canon pixma g2000 cartridge head CA91 black	piece	10		
8	Carbon Paper, legal, 100 sheets/box	box	10		
9	Epson LX-300 Ribbon Cartridge (Black)	cartridge	24		
10	Epson LX-310 Ribbon Cartridge (Black)	cartridge	29		
11	Epson refill ink 003 (Black)	piece	100		
12	Epson refill ink 003 (Cyan)	piece	30		
13	Epson refill ink 003 (Magenta)	piece	30		
14	Epson refill ink 003 (Yellow)	piece	30		
15	Fuji Xerox S2520 toner cartridge	piece	10		
16	Ink Canon Pixma 790 (Black)	piece	10		
17	Ink Canon Pixma 790 (Cyan)	piece	3		
18	Ink Canon Pixma 790 (Magenta)	piece	3		
19	Ink Canon Pixma 790 (Yellow)	piece	3		
20	Laminating Film, 250 micron, 100 pieces, legal size	ream	20		,
21	Laminating Film, Short 250 micron, 100 pieces/ream	ream	25		
22	Paper, Blue, bond premium grade A4 size, 70gsm	ream	60		
23	Paper, Green, bond premium grade A4 size, 70gsm	ream	60		
24	Paper, Pink, bond premium grade A4 size, 70gsm	ream	85		•
25	Paper, Yellow, bond premium grade, A4 size, 70gsm	ream	55		
26	Vinyl Sticker (Matte), 50's per ream	ream	2		
27	White board, 36 inches x 48 inches	piece	2		
28	Whiteboard and Cork board Combination, H = 4 ft. x W = 6 ft., with stand and wheels	piece	5	·	
29	Brother DR-2355 replacement drum	piece	12		
30	Canon CA91/BH7 black printer head	piece	12		
31	Canon CA92/CH7 colored printer head	piece	12		
32	DCP-L2540DW fusing assembly for brother mono laser printer parts	piece	4		

NDH-24-OESC-0975C

Amount in Wo	rds:				
OTHER REQUIE	REMENT/S:				
Certifice the conAuthor	ation from the ma sumables being o	ffered, with project e manufacturer/ex	number and proj	ect title.	outor for the authenticity/genuity o
			Delivery Pe	eriod :	Fifteen (15) Calendar Days
			Warranty	:	
				Sig	gnature over printed name
				Office	Telephone No./Fax/Mobile No.
					Date

Email Address

NDH-24-OESC-0975C QCG.PD.TSD.F.07