



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
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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	
Item Nos. 1 to 28	P 396,359.30
Item Nos. 29 to 32	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 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.

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

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		
TOTAL					

Amount in Words:

OTHER REQUIREMENT/S:
<ul style="list-style-type: none">• Certification from the manufacturer/exclusive or authorized distributor for the authenticity/genuity of the consumables being offered, with project number and project title.• Authority to sell from the manufacturer/exclusive or authorized distributor of the consumables being offered, with project number and project title.

Delivery Period : **Fifteen (15) Calendar Days**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address