



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
baggoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

DATE : May 06, 2025
Project No. : CGSD-25-OEPA-0525

Name of Company :
Address :
Contact No. :
Project Title : RM - PHOTOCOPIER MACHINE (PARTS)
Approved Budget of the Contract : P 72,360.00
End-User / Implementing Office : CITY GENERAL SERVICES DEPARTMENT

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 **May 09, 2025, 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 (2025); -
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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

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Management System
ISO 9001:2015
ID: 1800000412



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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
	RM-COPIER MACHINE (SHARP)				
1	FOR BP-20M24 1 piece – Drum 1 piece – Cleaning Blade	lot	1		
2	FOR AR-6031N 1 piece – CCD FFC 1 piece – LSU 1 piece – Drum 1 piece – Developer 1 piece – Cleaning Blade 1 piece – Drum Cleaner Sheet 1 piece – DV Blade Seal 1 unit – Transfer Unit 1 unit – Fusing Unit 2 pieces – Roller 1 piece – Separation Roller 2 pieces – Feed Roller 1 piece – Paper Feed Roller FT	lot	1		
3	FOR AR-7024 2 units – Drum 2 pieces – Developer 2 pieces – Cleaning Blade 1 piece – Drum Cleaner Sheet 1 piece – DV Blade Seal	lot	1		
4	FOR MX-4050 1 unit – Drum 2 pieces – Developer (black)	lot	1		
Total Quoted Amount:					

Amount in Words: _____

OTHER REQUIREMENT/S:

- Certification of authenticity / genuity of the parts of the machine being offered (with project number and project title).
- Authority to sell from manufacturer / exclusive / or authorized distributor of the parts of the machine being offered (with project number and project title).

Delivery Period : Thirty (30) Calendar Days ✓
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

CGSD-25-OEPA-0525 ✓

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COST DERIVATION

RM - PHOTOCOPIER MACHINE (PARTS)
PROJECT NO. CGSD-25-OEPA-0525

For Item No. 1

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Drum	piece	1		
2	Cleaning Blade	piece	1		
TOTAL FOR ITEM NO. 1					

For Item No. 2

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	CCD FFC	piece	1		
2	LSU	piece	1		
3	Drum	piece	1		
4	Developer	piece	1		
5	Cleaning Blade	piece	1		
6	Drum Cleaner Sheet	piece	1		
7	DV Blade Seal	piece	1		
8	Transfer Unit	unit	1		
9	Fusing Unit	unit	1		
10	Roller	piece	2		
11	Separation Roller	piece	1		
12	Feed Roller	piece	2		
13	Paper Feed Roller FT	piece	1		
TOTAL FOR ITEM NO. 2					

For Item No. 3

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Drum	unit	2		
2	Developer	piece	2		
3	Cleaning Blade	piece	2		
4	Drum Cleaner Sheet	piece	1		
5	DV Blade Seal	piece	1		
TOTAL BID AMOUNT FOR ITEM NO. 3					

For Item No. 4

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Drum	unit	1		
2	Developer (black)	piece	2		
TOTAL BID AMOUNT FOR ITEM NO. 4					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

