REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

DATE	:	**May 20, 2025**
Project No.	:	**VET-25-OESC-0484B**

Name of Company	:	
Address	:	
Contact No.	:	
Project Title	:	**PROCUREMENT OF INK CARTRIDGE AND OTHERS**
Approved Budget of the Contract	:	**P 72,927.00**
End-User / Implementing Office	:	**CITY VETERINARY 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 23, 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.
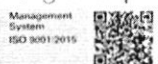
in a **SEALED LONG BROWN ENVELOPE issued by QC BAC- Goods and Services.**

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

QCG.PD.TSD.F.07

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	Ink Cartridge for Epson L3150, black, C13T00V 500, 65ml per bottle	bottle	30		
2	Ink Cartridge for Kyocera, for duplicator, TK-6329 for Taskalfa 60021	cartridge	2		
3	Ink for Duplo, G14	cartridge	3		
4	Master Roll for DRG-20B4 Duplo	roll	3		
				Total Quoted Amount:	

Amount in Words: _____

OTHER REQUIREMENT/S:

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

QCG.PD.TSD.F.07