



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 PROCUREMENT
SECTION 35.1

DATE : JUNE 19, 2025

PROJECT NO. : BUDGET-25-OESC-0414 ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF INK CARTRIDGE AND OTHERS -
Approved Budget of the Contract : Php 981,283.96
End-User / Implementing Office : CITY BUDGET 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 **JUNE 24, 2025, 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 (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.


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



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Page 1 of 1

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 (Brother, LC3619XL, Black)	cartridge	30		
2	INK CARTRIDGE (Brother, LC3619XL, Cyan)	cartridge	25		
3	INK CARTRIDGE (Brother, LC3619XL, Magenta)	cartridge	25		
4	INK CARTRIDGE (Brother, LC3619XL, Yellow)	cartridge	25		
5	TONER CARTRIDGE (HP Laser Jet # CE285A (HP85A)	cartridge	77		
6	INK BOTTLE (Epson L3150, Magenta 003, 65 mL)	bottle	25		
7	INK BOTTLE (Epson L3150, Cyan 003, 65 mL)	bottle	25		
8	INK BOTTLE (Epson L3150, Yellow 003, 65 mL)	bottle	25		
9	INK BOTTLE (Epson L3150, Black 003, 65 mL)	bottle	36		
10	INK BOTTLE (EPSON INK 664 70ML YELLOW)	bottle	25		
11	INK BOTTLE (EPSON INK 664 70ML CYAN)	bottle	25		
12	INK BOTTLE (EPSON INK 664 70ML MAGENTA)	bottle	25		
13	INK BOTTLE (EPSON INK 664 70ML BLACK)	bottle	35		
14	RIBBON (for manual typewriter, each spool individually wrapped in plastic)	spool	10		
15	MASTER, Gestetner (CPMT 15, for DX3443 Copy Printer)	roll	15		
16	TONER CARTRIDGE (RICOH Priport Ink JP-12)	cartridge	25		
17	TONER CARTRIDGE (Gestetner Digital Copier MP 2701 (Toner MP2014H))	cartridge	25		
18	TONER CARTRIDGE (Fujixerox Digital Copier S-2011CPS)	cartridge	20		
TOTAL					

Amount in Words:

Delivery Period : **Thirty (30) Calendar Days**

Warranty :



OTHER REQUIREMENT/S:
1) Certification from the manufacturer/exclusive or authorized distributor for the authenticity/genuity of the consumables being offered (with project number and project title).
2) Authority to sell from the manufacturer/exclusive or authorized distributor of the consumables being offered (with project number and project title).

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

