



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
risd.procurement@quezoncity.gov.ph



BAGONG PILIPINAS

REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

DATE : NOVEMBER 27, 2025
Project
No. : DBO-25-OEPA-1177B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RM - MIMAKI MACHINE
Approved Budget of the Contract : P 399,644.00
End-User / Implementing Office : DEPARTMENT OF BUILDING OFFICIAL

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 **December 02, 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.

Victoria L. Tejedor
MS. MA. VICTORIA L. TEJEDOR, MMPA
Officer-In-Charge/Head, BAC Secretariat

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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
Repair and Maintenance for Mimaki JV100-160					
1.	Wiper kit; part code: SPC-0843	unit	1		
2.	Cap assy; part code: SPC-0842	unit	2		
3.	UCJV cap absorber(set); part code: SPA-0315	unit	1		
4.	UCJV cap absorber(single); part code: SPA-0316	unit	2		
5.	Selective path pump assy UV; MP-M018988	unit	1		
6.	DX7 ink damper	unit	4		
7.	PR10; part code: SPA-0247	unit	2		
8.	Photo interrupter; part code: MP-K13781-AALF	unit	1		
9.	TS cartridge valve assy; part code:MP-M015864	unit	8		
10.	Media cutter blade; part code: SPA-0107	unit	1		
11.	W soak pad; part code: MP-M802118	unit	1		
12.	F seal rubber 300; part code: MP-M700734	unit	16		
13.	Tube pump 4 assy 2; part code: MP-M014071	unit	1		
14.	Head sol assy 2; part code:MP-M026509	unit	2		
15.	150LPI encoder PCB assy; part code:MP-E103852	unit	1		
16.	MKI encoder strip 150LPI 15*2420mm (UCJV 150-300CHN-E301358)	unit	1		
17.	MKI rubber stopper; part code: SPA-0250	unit	8		
18.	MKI 300 fan filter; part code: SPC-0774	unit	5		
19.	EPL5 main PCB assy; part code: M025273	unit	1		
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).

DBO-25-OEPA-1177B



Management System
ISO 9001:2015
www.tuv.com
ID 900023412



Delivery Period : Upon request by the end-user not later than December 31, 2025
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



Management System
ISO 9001:2015
www.tuv.com
ID 900003413

