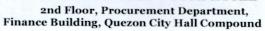


Republic of the Philippines QUEZON CITY GOVERNMENT BIDS AND AWARDS COMMITTEE





REQUEST FOR QUOTATION

SHOPPING SECTION 52.1B

		Date:	
		PR No:	GF-20-06-00875
Name of Company	· :		
Address			
Contact No.	•		
Contact 140.			
Project Title	VARIOUS OFFICE SUPPLIES		
Approved Budget i	or		
the Contract	Php 75,626.75		
End-User / Implementing Offic	Quezon City University		
Please quote you Submit your quot company:	ur best offer for the item/s described below, substation duly signed by you or your duly a price of the control	authorized representativ	e not later than
1	DhilCEDS cortificate (not expired on the time		
2	PhilGEPS certificate (not expired on the time Business Registration (DTI / SEC);	e or opening or quotations	;);
3	Mayor's/Business Permit (2020);		
4	Tax Clearance;		
5	Income/Business Tax Return (for FY 2018) (F		
6	Omnibus Sworn Statement prescribed by the Policy Board (GPPB).	e Government Procureme	nt
7	If applicable, the JVA in case the joint venture statements from all the potential joint venture abide by the provisions of the JVA in the installable.	e partners stating that the	ev will enter into an
in a SEALED I	ONG BROWN ENVELOPE shall:		
1	Contain the Project Name and PR Number of	the contract to be hid in	canital letters:
2	Bear the name and address of the Bidder in o	capital letters;	capital letters,
3	Be addressed to the Procuring Entity's BAC.	,	
Project Title: V	ARIOUS OFFICE SUPPLIES		_
	ezon City Local Government		
BI	DS AND AWARDS COMMITTEE		
Qu	F Procurement Department, Finance Building ezon City Hall Compound		
			1
For any clarificat	ion you may contact us at 89884242 loc. 8506/	<u>/8709.</u>	

ATTY. DOMINIC B. GARCIA
Officer-in-Charge/Head, BAC-Secretariat

en

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.
- 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	Ballpen, ballpoint, Stick, black	Piece	400		
2	Corkboard, 2x3 ft, 'w/ plywood backing & frame	Piece	1		
3	Correction Pen, liduid, 7ml, metal tip	Piece	12		
4	Correction Fluid, Water base, bond white, 20ml/bottle	Bottle	11		
5	Cutting Mat, PVC, self-healing, double sided, A3	Piece	1		
6	Document Tray, 3-layer, metal, sturdy	Piece	6		
7	Friction Pen, erasable pen, 0.5	Piece	10		
8	Glue Stick, all purpuse, 22 gms, acid free, non toxic	Piece	12		
9	Lanyard (ID Lace), silk satin, 7/8"width,16" Long	Piece	400		
10	Laminating Film, A4, 125 microns, 100 sheets/box	Вох	24		
11	Paper, Multicopy, letter (216mmx279mm), 80gsm	Ream	24		
12	Paper, Photo, high gloss, 4R, 230gsm,20 sheets/pack	Pack	3		
13	Push Pin, flathead type, asstd colors, 100's/pack	Pack	3		
14	Ring Binder, legaL 3-ring, D-type, 2.5"	Piece	11		7
15	Rubber Band, sma I, asstd colors, 509ms/pack	Pack	10		1 1 1
16	Sign Pen, red, liquid/gel ink, 0.5mm needle tip	Piece	21		
17	Sign Pen, green, liduid/gel ink, 0.5mm needle tip	Piece	35		
18	Specialty Paper, board Letter, 25Ogsm, 5s/pack, c. cream	Packs	50	CHE SAIL	
19	Specialty Paper, vellum board, letter, 250gsm, 10 sheets	Packs	25		111111111111
20	Sticker Paper, A4, beon color (asstd), 10s/pack	Packs	12	775 - 42	- 10 m
21	Sticker Paper, A4, white 10slpack	Packs	30		
22	Tape, double sided no foam, 18mm x 10m	Rolls	6		
23	Tape, double sided, foam type, mounting, 24mm x 5m	Rolls	6		
24	Tape, transparent, 48mm x 20m	Rolls	35		
25	Whiteboard Eraser, magnetic, sponge, 3s/set	Set	12		9 10
	Total Quoted Amount				

			Total Quoted Alliount
Amount in Words:			-
	Delivery Period Warranty	:	Thirty (30) Calendar Days
			Signature over printed name
			Office Telephone No./Fax/Mobile No.
			Date
			Email Address