



REQUEST FOR QUOTATION
SHOPPING 52.1b

Date : SEP 22 2020
 PR No. : GF-20-06-00878

Name of Company : _____
 Address : _____
 Contact No. : _____

Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)**

Approved budget of the Contract : **P 132,656.25**

End-User / Implementing Office : **QUEZON CITY UNIVERSITY**

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 SEP 25 2020 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 (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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.

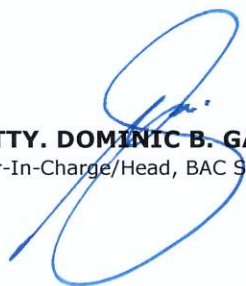
in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

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Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound

For any clarification you may contact us at 89884242 loc. 8506/8709.


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

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	Ballpen, ballpoint, stick, black	piece	200		
2	Cartolina, white, 180gsm	piece	405		
3	CD, recordable, minimum of 650mb/70mins running time	piece	5		
4	CD, rewritable, high speed, 700mb/80mins capacity	piece	5		
5	Clip, bulldog, 3 inches, metal	piece	30		
6	Correction pen, quick dry, multi-purpose, meal tip	piece	5		
7	Document tray, 3-layer, metal, sturdy	piece	8		
8	DVD, recordable, 16x speed, 4.7GB capacity	piece	15		
9	DVD, Rewritable, 4x speed, 4.7GB capacity	piece	15		
10	Fingertip Moistener, non-slip	piece	5		
11	Folder, Arch File, 2 inches, side clip	piece	47		
12	Folder, Arch File, 3 inches, side clip	piece	50		
13	Folder, expanding, legal	piece	50		
14	Index card, 3 inches x 5 inches, ruled both sides, 100pcs/pack	pack	24		
15	Marker, permanent, broad chisel tip, assorted colors	piece	22		
16	Padding glue, 250g	bottle	4		
17	Paper, Multicopy, letter (216mm x 279mm), 80gsm	ream	10		
18	Paper, Multicopy, A3 (297mm x 420mm), 80gsm	ream	8		
19	Paper, Multicopy, B4 (250mm x 353mm), 80gsm	ream	14		
20	Photo paper, glossy, A4, 200gsm, 10sheets/pack	pack	44		
21	Plastic cover, vinyl, 54W, 30Y, gauge 8	roll	3		
22	Push pin, flathead type, assorted colors, 100's/pack	pack	39		
23	Ring binder, plastic, 25mm	pack	6		
24	Ring binder, plastic, 50mm	pack	6		
25	Ruler, plastic, 12 inches	piece	5		
26	Ruler, stainless steel, 18 inches	piece	4		
27	Sign pen, black, liquid/gel ink, 0.5mm needle tip	piece	20		

28	Sign pen, black, roller ball, liquid ink, 0.7mm needle tip	piece	97		
29	Specialty paper, letter, c.cream, 120 gsm, 10,s/pack	pack	4		
30	Specialty paper, 8 ½ inches x 13 inches, 100gsm, 100sheets/pack	pack	14		
31	Staple wire, 23/17, 1000 staples/box	pack	35		
32	Staple wire, 23/8, 1000 staples/box	pack	20		
33	Staple wire, 23/24, 1000 staples/box	pack	20		
34	Sticker paper, A4, white, 10s/ pack	pack	40		
35	Storage box with lid, legal, black	piece	2		
36	Tape, double sided, 24mm, heavy duty	roll	15		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Thirty (30) calendar days

Warranty : _____

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 Email Address

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