Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound

REQUEST FOR QUOTATION

SHOPPING
(SECTION 52.1b)

Date: NOVEMBER 17, 2020
PR No: GF-20-03-00490

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES**
Approved Budget for the Contract : **Php 103,995.60**
End-User / Implementing Office : **QCITDD**

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 **NOVEMBER 20, 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;
5. Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above);
6. Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
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.

Project Title: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES**

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. 8505/8709.

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

9

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
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 initiated 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	**GEL PEN** – permanent gel ink, black, grip or retractable	PIECE	30		
2	**GEL PEN** – permanent gel ink, blue, grip or retractable	PIECE	30		
3	**ROLLERBALL PEN** – grip, black, liquid/ gel ink, 0.5mm needle tip	PIECE	10		
4	**ROLLERBALL PEN** – grip, blue, liquid/ gel ink, 0.5mm needle tip	PIECE	20		
5	**CD RECORDABLE** – CD Recordable disc (CD R), 700mb, 80mins., 52x, 50pcs/pack	PACK	2		
6	**PHOTO PAPER A4** – glossy, 230gsm, A4 size, 10pcs/pack	PACK	10		
7	**SCISSORS** – size: 6inches, material; PP + stainless steel, package: blister card, individual package, high quality, suitable for home, school, and office use	PIECE	15		
8	**STICKER PAPER WHITE** – A4, white, matte, 10s/pack	PACK	10		
9	**DOUBLE SIDED TAPE** – 1inch x 50m/roll, with foam	ROLL	3		
10	**DUCT TAPE** – cloth, silver/ gray, multipurpose duct tape, for general repairs, industrial and HVAC applications, hanging poly sheeting, wrapping pipe insulation, 50mm x 20meters	ROLL	3		
11	**ILLUSTRATION BOARD** – 10 inches x 15 inches, 1/8	PIECE	14		
12	**HP COLOR LASERJET PRO M252N INK** – CF400A, black	CART	4		
13	**HP COLOR LASERJET PRO M252N INK** – CF401A, cyan	CART	4		
14	**HP COLOR LASERJET PRO M252N INK** – CF402A, yellow	CART	4		
15	**HP COLOR LASERJET PRO M252N INK** – CF403A, magenta	CART	4		
				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

GF-20-03-00490

9