



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 52.1b**

Date: November 10, 2020  
PR No: GF-20-06-00875C

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **Procurement of Various Office Supplies**  
Approved Budget for the Contract : **Php 75,626.75**  
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 **November 13, 2020, 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 (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.

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For any clarification you may contact us at 89884242 loc. 8505/8709.

**(Sgd)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 and 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	400		
2	Corkboard, 2x3 ft. w/ plywood backing & frame	Piece	1		
3	Correction Pen, liquid 7ml, metal tip	Piece	12		
4	<b>Correction fluid, water base, bond white, 20ml/bottle</b>	Bottle	11		
5	<b>Cutting Mat, PVC, self-healing, double sided, A3</b>	Piece	1		
6	<b>Document Tray, 3-layer, metal, sturdy</b>	Piece	6		
7	<b>Friction Pen, erasable pen, 0.5</b>	Piece	10		
8	<b>Glue Stick, all purpose, 22gms, acid free, non toxic</b>	Piece	12		
9	<b>Lanyard (ID Lace), silk satin, 7/8 inches width, 16 inches long</b>	Piece	400		
10	<b>Laminating Film, A4, 125 microns, 100 sheets/box</b>	Box	24		
11	<b>Paper, Multicopy, letter (216mmx279mm), 80 gsm</b>	Ream	24		
12	<b>Paper, Photo, high gloss, 4R, 230gsm, 20 sheets/pack</b>	Pack	3		
13	<b>Push Pin, flathead type, asstd colors, 100's/pack</b>	Pack	3		
14	<b>Ring Binder, legal, 23 ring, D-type, 2.5"</b>	Piece	11		
15	<b>Rubber Band, small, asstd colors, 50gms/pack</b>	Pack	10		
16	<b>Sign Pen, red, liquid/gel ink, 0.5mm needle tip</b>	Piece	21		
17	<b>Sign Pen, green, liquid/hgel ink, 0.5mm needle tip</b>	Piece	35		
18	<b>Specialty Paper, board, letter, 250gsm, 5s/pack, c. cream</b>	Pack	50		
19	<b>Specialty Paper, vellum board, letter, 220gsm, 10 sheets</b>	Pack	25		

20	Sticker Paper, A4, neon color (asstd), 5s/pack	Pack	12		
21	Sticker Paper, A4 white, 10s/pack	Pack	30		
22	Tape, double sided, no foam, 18mm x 10m	Roll	6		
23	Tape, double sided, foam type, mounting, 24mm x 5m	Roll	6		
24	Tape, transparent, 48mm x 20m	Roll	35		
25	Whiteboard Eraser, magnetic, sponge, 3s/set	Set	12		
<b>Total Quoted Amount</b>					

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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