



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : December 1, 2020
PR No. : GF-20-02-00298

Name of Company : _____

Address : _____

Contact No. : _____

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

Approved budget of
the Contract : **Php 756,607.64**

End-User /
Implementing Office : **CITY PLANNING AND DEVELOPMENT DEPARTMENT**

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 4, 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.

Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES (NOTEBOOK AND OTHERS)
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 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	CPDO Letterhead 8 1/2" x 13", 500pcs/rm	Ream	4		
2	B-Board long, color white 8 1/2" x 13"	Pc	500		
3	Bristol Board 31x43, cal. 18 color white	Pc	100		
4	Paper 420mm x 297mm (A3), 70gsm	Ream	5		
5	Plotter Paper for HP Large Format Printer, 36"x50 yards/roll, matte coated	Roll	10		
6	Plotter Paper for HP Large Format Printer, 42"x50 yards/roll, matte coated	Roll	30		
7	Double Adhesive Tape with foam, 1m/roll	Roll	3		
8	Correcting Pen squeeze 80 quickly dry	Pc	2		
9	Glue Pen 50cc, rounded sponge tip	Box	2		
10	Sticker Paper White	Pack	3		
11	Sticker Paper Neon color, A4, 10s/pack	Pack	2		
12	Ballpen Fine point, green	Pc	10		
13	Ballpen fine point, red	Pc	30		
14	Sign Pen liquid/gel ink, 0.5 needle tip, black	Pc	120		
15	Sign Pen liquid/gel ink, 0.5 needle tip, blue	Pc	80		
16	Sign Pen liquid/gel ink, 0.5 needle tip, red	Pc	12		

17	Colored Pencil thin, 12 colors/box, 3.3mm	Box	6		
18	Ink Cartridge C-9397-S Photo Black for HP Designjet T770, 130ml	Cart.	6		
19	Ink Cartridge C-9401-S Gray for HP Designjet T770, 130ml	Cart.	6		
20	Ink Cartridge C-9889-S Matte Black for HP Designjet T770, 130ml	Cart.	6		
21	Ink Cartridge C-9400-S Yellow for HP DesignJet T770, 130ml	Cart.	6		
22	Ink Cartridge C-9398-S Cyan for HP Designjet T770, 130ml	Cart.	6		
23	Ink Cartridge C-9399-S Magenta for HP Designjet T770, 130ml	Cart.	6		
24	Ink Cartridge T0491, Black, for Epson Stylus Printer R2330	Cart.	6		
25	Ink Cartridge T0492, Cyan, for Epson Stylus Printer R2330	Cart.	6		
26	Ink Cartridge T0493, Magenta, for Epson Stylus Printer R2330	Cart.	6		
27	Ink Cartridge T0494, Yellow, for Epson Stylus Printer R2330	Cart.	6		
28	Ink Cartridge T0495, Light Cyan, for Epson Stylus Printer R2330	Cart.	6		
29	Ink Cartridge T0496, Light Magenta, for Epson Stylus Printer R2330	Cart.	6		
30	Ink Cartridge for HP Laser 1525N, Black	Cart.	2		
31	Ink Cartridge for HP Laser 152N, CE321A, Cyan	Cart.	2		
32	Ink Cartridge for HP Laser 152N, CE322A, Yellow	Cart.	2		
33	Ink Cartridge for HP Laser 152N, CE323A, Magenta	Cart.	2		
34	Ink Cartridge for HP Deskjet 2515 Black	Cart.	60		
35	Ink Cartridge for HP Deskjet 2515 Colored	Cart.	59		
36	Ink Cartridge HP 304, Black	Cart.	15		
37	Ink Cartridge HP 304, Tri-Color	Cart.	10		
38	Ink Cartridge HP 680, Black	Cart.	20		
39	Ink Cartridge HP 680, Tri-Color	Cart.	15		

40	Ink Cartridge for Canon iP 2770 CIS, Black	Cart.	6		
41	Ink Cartridge for Canon iP 2770 CIS, Colored	Cart.	6		
42	Ink for Risograph KS 800	Box	3		
43	Risograph Master KS 800 KS800	Roll	3		
44	Riso Ink CV Black Riso CV-3130	Box	3		
45	Riso Master CV-3130 Riso CV-3130	Roll	3		
46	Toner Cartridge - HP PRO 1102 for HP PRO 1102, Black	Cart.	20		
47	Toner Cartridge - HL-L5100 DN Brother HL-L5100 DN (TN3430)	Cart.	4		
48	Toner Cartridge - Laserjet Pro M404DW CF 276A	Cart.	10		
49	Continuous Ink Canon iP 2770 CIS, Black, 1 ltr	Bottle	5		
50	Continuous Ink Canon iP 2770 CIS, Colored, 1 ltr (Cyan)	Bottle	3		
51	Continuous Ink Canon iP 2770 CIS, Colored, 1 ltr (Magenta)	Bottle	3		
52	Continuous Ink Canon iP 2770 CIS, Colored, 1 ltr (Yellow)	Bottle	3		
53	Photo Paper High Prem., Glossy, A4, 25 pcs/pck	Pack	20		
54	Slide Folder With, clear plastic, long. Green 10s/pck	Pack	5		
55	Slide Folder With clear plastic, long, Yellow 10s/pck	Pack	5		
56	Slide Folder With clear plastic, long, Red 10s/pck	Pack	5		
57	Ring Binder plastic, 12mm x 1.2mm (1/2"x44) 10s/bundle	Pc	50		
58	Ring Binder plastic, 16mm x 1.12mm, assorted colors 10s/bundle	Pc	50		
59	Ring Binder plastic, 20mm x 1.12mm, assorted colors 10s/bundle	Pc	50		
60	Ring Binder plastic, 22mm x 1.12mm, assorted colors 10s/bundle	Pc	50		
61	Note Pad Stick 1.5"x2", stick-on, 72 gsm, 100 sheets per pad	Pack	5		
62	Note Pad Stick 3.5"x 3.5", 100 sheets per pad, multi-colored	Pack	5		
63	Cutting Mat PVC 90cm x 60cm PVC	Pc	2		
64	Folder Board A5 Writing Board Office Binder Clips	Pc	17		

65	Plastic Envelope-Long Plastic envelope, long, gauge 5	Pc	20		
66	Plastic Cover Plastic cover gauge 4, 50m/roll	Roll	2		
67	Notebook (120 pages) Spiral, kraft, A5, Size: 213x148mm page, 120 pages	Roll	150		
68	Pad Paper (Customized) With contact details of CPDD, 6x8 inches, 100 leaves	Roll	105		
	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