



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: December 9, 2020
PR No: GF-20-03-00493

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

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

Approved Budget for
the Contract : **Php 710,348.50**

End-User / **ITDD**
Implementing Office : _____

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 14, 2020, 10:00AM** 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.

Project Title: Various Office Supplies and Consumables
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

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 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	ARCH FILE FOLDER - BLUE Size: Legal / Long; Color: Blue; Thickness: 3 inches ; Horizontal Type; Long size 2-hole; With Metal Rail; with label insert on side	piece	15		
2	GEL PEN permanent gel ink, BLACK; Grip or retractable	piece	30		
3	GEL PEN permanent gel ink, BLUE; Grip or retractable	piece	50		
4	ROLLERBALL PEN Grip; BLACK, Liquid/gel ink, 0.5mm needle tip;	piece	20		
5	ROLLERBALL PEN Grip; BLUE, Liquid/gel ink, 0.5mm needle tip;	piece	58		
6	CD RECORDABLE CD Recordable Disc (CD R), 700MB, 80mins., 52x; 50pcs/pack	pack	4		
7	DVD RECORDABLE DVD-R 4.7GB Inkjet Printable Blank CD (White) 50 Pieces/pack; 16x Write Speed	pack	4		
8	LAMINATING FILM Plastic A4 SIZE , 250 microns 100 sheet/pack	pack	2		
9	SELF-INKING DATER STAMP Self-Inking dater stamp 4810; Date is 4 mm in height; Best on paper and carton surfaces; Water-based ink pad is reinkable and replaceable.; Handle Color: black; Pre-Filled Ink Pad Colors: Blue, Green and Black	piece	4		
10	SELF-INKING DATER STAMP Ink for self inking stamp dater; 28ml; color: assorted (2pcs green, 2pcs blue; 2 pcs black)	piece	6		
11	MARKER PEN PERMANENT, Fine point, Black, no bleed, smear resistant 3 pens/set	set	3		
12	NOTEPAD Stick-on Pagemaker 5-color 1/2" x 2" 100 sheet/pack	pack	12		
13	PAPER BOND LETTER MULTICOPY LETTER, 80gsm	ream	2		
14	PAPER BOND - A3 70gsm, bond, premium grade	ream	2		
15	PHOTO PAPER - A4 Glossy, 230gsm, A4 size; 10pcs/pack	pack	6		
16	PUSH PIN Flat Head type, assorted colors, 100pcs/case	case	3		
17	SHARPENER DESKTOP has a rotating blade for easy sharpening, with receptacle for pencil shavings, with metal clamp; black or blue	piece	2		
18	SCISSORS, 6" Size: 6 inch; Material: PP + Stainless Steel Package: Blister card, individual package; Package color is randomly shipped High quality; Suitable for Home, School and Office use	piece	15		

19	STAPLE WIRE BINDER 23/10 Strong wire with sharp edges; Good quality; Heavy Duty Staples; Staples up to 50-70 sheets Size: 23/10; Leg Length: 10mm 3/8 Inches 10 x 1000pcs/Box; Used for Heavy Duty Stapler	box	5		
20	STICKER PAPER-WHITE A4, white, matte,10s/pack	pack	8		
21	TAPE DOUBLE SIDED 1" x 50m/roll, with foam	roll	3		
22	TAPE, FLOOR MARKING TAPE Tough flexible plasticized tape coated with an aggressive rubber adhesive; Floor Marking Tape Black/Yellow 2" x 33M	roll	4		
23	TAPE DUCT Cloth, Silver/Gray, Multipurpose Duct Tape, for General Repairs, Industrial and HVAC applications, Hanging Poly sheeting, wrapping pipe insulation; 50mm X 20meters	roll	6		
24	TONER CART, COPIER MACHINE FUJI DCS2320 TONER FOR FUJI DCS2320, S1810, S2010, S2220, S2420 (9,000 yield capacity) black	cart	10		
25	INK CART, HP OFFICEJET PRO 7740 BLACK INK CART, BLACK (HP 955XL)	cart	8		
26	INK CART, HP OFFICEJET PRO 7740 CYAN INK CART, CYAN (HP 955XL)	cart	6		
27	INK CART, HP OFFICEJET PRO 7740 MAGENTA INK CART, MAGENTA (HP 955XL)	cart	6		
28	INK CART, HP OFFICEJET PRO 7740 YELLOW INK CART, YELLOW (HP 955XL)	cart	6		
29	INK CART, HP OFFICEJET 7610 BLACK INK CART, HP CN053AA, BLACK (HP 932XL)	cart	3		
30	INK CART, HP OFFICEJET 7610 CYAN INK CART, HP CN054AA, CYAN (HP 933XL)	cart	3		
31	INK CART, HP OFFICEJET 7610 MAGENTA INK CART, HP CN055AA, MAGENTA (HP 933XL)	cart	3		
32	INK CART, HP OFFICEJET 7610 YELLOW INK CART, HP CN056AA, YELLOW (HP 933XL)	cart	3		
33	TONER CART, HP LASERJET M254dw, BLACK TONER CART, HP 202A (CF500A), Black	cart	12		
34	TONER CART, HP LASERJET M254dw, CYAN TONER CART, HP 202A (CF501A), Cyan	cart	12		
35	TONER CART, HP LASERJET M254dw, MAGENTA TONER CART, HP 202A (CF503A), Magenta	cart	12		
36	TONER CART, HP LASERJET M254dw, YELLOW TONER CART, HP 202A (CF502A), Yellow	cart	12		
37	TONER CART, HP LASERJET P4015N, BLACK TONER CART, HP CC364A, BLACK	cart	3		
38	INK, CANON PIXMA G2000 PRINTER INK BOTTLE, SET, CANON PIXMA GI-790, CMYK	set	10		
39	TONER CART, HP LASERJET M506 TONER CART, HP CF287A (87A)	cart	3		
40	TONER CART, HP LASERJET 1525N, BLACK TONER CART, HP CE320A, Black	cart	5		
41	TONER CART, HP LASERJET 1525N, CYAN TONER CART, HP CE321A, Cyan	cart	5		
42	TONER CART, HP LASERJET 1525N, MAGENTA TONER CART, HP CE323A, Magenta	cart	5		
43	TONER CART, HP LASERJET 1525N, YELLOW TONER CART, HP CE322A, Yellow	cart	5		

	Total Quoted Amount				

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address