



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-20-08-01185

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

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

Approved Budget for the Contract : **Php 132,028.72**

End-User / Implementing Office : **BARANGAY AND COMMUNITY RELATIONS 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 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
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 | Correction Fluid (Tube type, Net Weight. 9ml, length: 13mm) | Pc | 50 | | |
| 2 | Correction Tape (5mm x 6mm) | Pc | 150 | | |
| 3 | NT Cutter (Heavy Duty, Big) | pc | 10 | | |
| 4 | Data Filer (long) | pc | 200 | | |
| 5 | Ballpen (Black) | pc | 400 | | |
| 6 | Ballpen (Blue) | pc | 400 | | |
| 7 | Highlighter (with different colors, 4pcs per set) | set | 30 | | |
| 8 | Tape Double Sided (w/o foam, 18mmx10 yards) | pc | 100 | | |
| 9 | Expanding Envelope (Legal size documents, 100 pcs per box) | box | 10 | | |
| 10 | Expanded Folder (Legal size) | pcs | 50 | | |
| 11 | 1/2 Index Card (100 pcs per pack) | pack | 10 | | |
| 12 | Cardboard (size 1/2 1 pack 10 pcs) | pack | 5 | | |
| 13 | Binder Clip (Medium Size) | box | 20 | | |
| 14 | Transparent Tape (1"-24mm) | pc | 15 | | |
| 15 | Transparent Tape (2"-48mm) | pc | 15 | | |
| 16 | Gel Pen / Sign Pen (gel pen fine point black ballpen) | pc | 100 | | |
| 17 | Steno Notebook | pc | 150 | | |
| 18 | Paper Clip (Size: Jumbo, Vinyl) | Box | 100 | | |
| 19 | Record Book (500 Pages, size: 214mm x 278mm min) | Pc | 100 | | |
| 20 | Parchment Paper (A4 Size 80 gsm) | Pack | 40 | | |
| 21 | Manila Paper (36x48in.) | Pack | 200 | | |
| 22 | Pencil | Box | 250 | | |
| 23 | Marker (Jumbo) (Permanent Marker Chisel Tip Point (Black, Blue, Red) | Pc | 100 | | |
| 24 | Marker (Small) (Permanent Marker Chisel Tip Point (Black, Blue, Red) | Pc | 100 | | |
| 25 | Marker (Red) (pen, whiteboard, red) | Pc | 70 | | |
| 26 | Marker (Blue) (pen, whiteboard, blue) | Pc | 90 | | |
| 27 | Eraser | Pc | 50 | | |
| 28 | Thumbtacks (colored head) | box | 10 | | |
| 29 | Note Pad | Pad | 200 | | |
| 30 | Calculator (compact, 12 digits) | Unit | 7 | | |

| | | | | | |
|----------------------------|---|------|-----|--|--|
| 31 | Plastic Laminate (clear vinyl self-adhesive) | Roll | 4 | | |
| 32 | Gun Tacker Wire (Heavy Duty) | Box | 30 | | |
| 33 | CD RW (DVD Rewritable, Speed: 4x min., 4.7GB capacity min.) | Pc | 100 | | |
| | *** | | | | |
| 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

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