



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: DECEMBER 9, 2020
PR No: GF-20-09-01405

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **VARIOUS OFFICE SUPPLIES**
Approved Budget for the Contract : **Php 783,721.00**
End-User / Implementing Office : **DEPARTMENT OF ENGINEERING**

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;
- 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: **VARIOUS OFFICE SUPPLIES**

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


LATTY. 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	BALL PEN – gel pen, fine point (ballpen), blue	PIECE	1000		
2	BALL PEN – gel pen, fine point (ballpen), black	PIECE	2500		
3	BALL PEN – gel pen, fine point (ballpen), red	PIECE	1000		
4	BOND PAPER – short, sub20, 8 ½ x 70gsm	REAM	600		
5	BOND PAPER – legal size, 70gsm, sub20, 500 sheets per ream (colored Ivory)	REAM	500		
6	SIGN PEN – black, V7 grip, broad/large, 0.7mm	PIECE	500		
7	SIGN PEN – blue, V7 grip, broad/large, 0.7mm	PIECE	300		
8	LEAD REFILL FOR MECHANICAL PENCIL – 0.7mm, 12 pcs/tube	TUBE	50		
9	MECHANICAL PENCIL – push type, 0.7mm lead	PIECE	50		
10	Correction tape – 5mm X 6m	PIECE	500		
11	EXPANDING ENVELOPE – brown color with rubber strap, 100's/box	BOX	20		
12	LINEN PAPER – white, 10's/pack, 8 ½ x 13 inches (long)	PACK	60		
13	LINEN PAPER – off white, 10's/pack, 8.5 x 11 inches (short)	PACK	60		
14	PHOTO PAPER – A4, high premium glossy, 25's/pack	PACK	20		
15	STICKER PAPER – white, A4, 10's/pack	PACK	25		
16	VELLUM BOARD – short, 8 ½ x 11 inches, any color, 10's/pack	PACK	50		
17	LEVER ARCH BINDER – maroon cover all over matt coated 7cm mech. With ID pocket g#8 front 1 ½ inches, silver stamping (10 ¼ x 15 x 3 inches)	PIECE	50		
18	LEVER ARCH BINDER – green cover all over matt coated 7cm mech. With ID pocket g#8 front 1 ½ inches, silver stamping (10 ¼ x 15 x 3 inches)	PIECE	50		
19	LEVER ARCH BINDER – blue, all over matt coated 7cm mech. With ID pocket g#8 front 1 ½ inches, silver stamping (10 ¼ x 15 x 1.5 inches)	PIECE	50		
20	LEVER ARCH BINDER – maroon, all over matt coated 7cm mech. With ID pocket g#8 front 1 ½ inches, silver stamping (10 ¼ x 15 x 1.5 inches)	PIECE	50		
21	SCISSORS – multi purpose, 17cm, soft handle, advanced gel, stainless steel	PIECE	200		
22	STAPLER – full strip, selectable, permanent or temporary clinch	PIECE	200		
23	DVD-R – 16x speed, 4.7GB, 120min., 50pcs/ pack	PACK	19		
24	DVD-RW – 4x speed, 407GB, high quality, branded, dual layer, 120 min., 10pcs/pack	PACK	30		
25	FOLDER – plastic, long, transparent, with slide	PIECE	50		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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