



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-20-12-2C-SSDD

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **Procurement Of Various Office Supplies**
Approved Budget for the Contract : **Php 470,680.01**
End-User /
Implementing Office : **Social Services 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 14, 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.

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
	GF-20-09-01666				
1	Clip, backfold, all metal, clamping: 19mm (-1mm)	Box	35		
2	Clip, backfold, all metal, clamping: 25mm (-1mm)	Box	115		
3	Clip, backfold, all metal, clamping: 32mm (-1mm)	Box	35		
4	Clip, backfold, all metal, clamping: 50mm (-1mm)	Box	143		
5	Marker, permanent, blue, bullet type	Piece	160		
6	Pencil, lead with eraser, wood cased, hardness: HB	Box	557		
7	Record Book, 500 pages, size: 214mm x 278mm min	book	358		
8	Tape, packaging, width: 48mm	roll	151		
9	Data folder made of chipboard, taglia lock	pc	60		
10	Record Book, 300 pages, size: 214mm x 278mm min	book	212		
11	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	Piece	188		
12	Carbon Film, PE, black, size: 216mm x 330mm	box	52		
13	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	Piece	38		
14	Calculator, compact 12 digits	Unit	20		
15	Folder, fancy for legal size documents	Bundle	1		
16	Eraser, plastic/rubber, for pencil draft/writing	Piece	25		
	GF-20-08-01261				
17	Ballpen, blue, fine, 0.7mm, color: blue, good quality, branded	pc	2,504		
18	Ballpen, red, fine, 0.7mm, color: red, good quality, branded	pc	64		

19	Ballpen, black, fine point, color, black, good qualify, branded	pc	247		
20	Ballpen, gel pen, color: blue & black, good quality, branded	pc	142		
21	Ballpen, fine, 0.7mm, (Regular), assorted colors, 3's/pack,	pack	90		
22	Correction Pen, quick dry, multi-purpose, metal tip, branded	pc	545		
23	Columnar Book, 14 columns, good quality, branded	pad	10		
24	Ink Cartridge, Canon Printer PG-745 XL Black Cartridge	crtg	43		
25	Ink Cartridge, Canon Printer CL-746 Color Ink	crtg	43		
26	Data Folder Dimension: Width: 75mm (min). Height: 230mm (min). Length: 380mm (min). Material: Chipboard: 2.5mm thick (min). Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover. Coated paper for inside cover including spine portion; With all steel lever arch file mechanism and taglia lock; Spine is provided with finger ring and clear plastic pocket for label insert. Spine made of PVC gamuza / PP Material or material of equivalent or superior quality. Color: blue one shade only; Marking/Labeling, Shall conform with the Consumer Act of the phil. (RA 7394)	pc	200		
27	Fastener for paper, plastic, good quality, branded	box	163		
28	Art paper, Assorted Colors, glossy, 24s/pack short (8 1/2"x 11") good quality, branded	pck	70		
29	Crayons, jumbo, 8 colors/pack, non-toxic, conforms to ASTM D-4236 meets performance standard ANSI 2356.1, good quality, branded	box	103		
30	Paper Manila, 10 sheets per pack, good quality, branded	pack	20		
31	Folder Expanding, long, color: white, good quality	pc	200		
32	Folder Expanding, long, color: green, good quality	pc	510		
33	Columnar Notebook, 24 columns at 36 rows, 50 leaves, good quality	pad	300		
34	Sharpener With Rotating Level, has a rotating blade for easy sharpening, with receptable for pencil shavings, with metal	pc	1		
35	Pen Highlighter, 4pieces/box, good quality, branded	box	43		
36	Sign Pen, Gel pen, 0.5 mm ball, needle point, color: blue, branded	pc	17		
37	Sign Pen, liquid ink, roller pen, 0.7mm needle any color, branded	pc	25		
38	Staple Wire Binder-23/24, for heavy duty stapler, 1000 staples 23/24, good quality, branded	box	37		
39	Glue, 130 grams, good quality, branded	btl	14		
40	Index Card, 5"x8", 500 pieces per pack, good quality	pck	17		
41	Index Card Box, 5"x 8", good quality	pc	4		
42	Linen Paper, short (8 1/2 inches x 11 inches), beige, 10s/pack, good quality, branded	pck	10		
43	File Box Magazine dimension: 110mm x 200mm x 240mm min, medium size, made of chipboard, thickness: 3.0mm min, with open end, outside is covered with leatherette paper, inside is covered with coated paper, spine shall have finger ring and window for label	pc	28		
44	Calculator, 12 digits, extra-large display, metal faceplate, plastic keys, good quality, branded	unit	6		
45	Correction Tape-5mmx6m, good quality, branded	pc	10		
46	Refill Ink, Super color marker, 30ml good quality, branded	btl	20		



47	Scissor, 5", stainless steel, sturdy plastic handle, good quality	pc	20		
48	Sharpener, 2Hole, plastic, good quality	pc	30		
49	Stapler, 20 sheets, 80gsm paper with stapler removal, good quality	pc	14		
50	Data File Box, long, White-14pts., 10's, good quality	pck	2		
51	Notebooks, non-spiral, composition, 90 leaves, good quality, branded	pc	400		
52	Pad Paper Ruled-Grade 4,5,6, 80-90 leaves, good quality, branded	pad	40		
53	Pad Paper Ruled-Grade 1, 2, 3, 80-90 leaves, good quality, branded	pad	40		
54	Paper Intermediate Pad, 80 leaves, 200mm x 248 mm, 3pads/pack, good quality, branded	pck	10		
55	Laminating Film, 250 micron 13x8 1/2, 10 per pack, good quality	pck	13		
56	Photo Paper, Matt, A4 240gsm 10pcs/pack, good quality, branded	pck	14		
57	Plastic Cover, 4mm thickness, good quality	mtr	60		
58	Sticker Paper-Neon Colors, A4, 10s/pack, good quality, branded	pck	10		
59	Thumbtacks, 100 pcs/box, good quality	box	10		
60	Ink Refill Epson L360, Continuous Ink Refill-Printer Multifunction-L'Series (Black), good quality, branded	btl	2		
61	Ink Refill Epson L360, Continuous Ink Refill-Printer Multifunction-L'Series (Cyan), good quality	btl	1		
62	Ink Refill Epson L360, Continuous Ink Refill-Printer Multifunction-L'Series (Magenta), good quality, branded	btl	1		
63	Ink Refill Epson L360, Continuous Ink Refill-Printer Multifunction-L'Series (Yellow), good quality, branded	btl	1		
64	Staple Remover, JAW-type, black, good quality	pc	5		
Total Quoted Amount					

Amount in Words:_____

Delivery Period
Warranty

:
:

Thirty (30) Calendar Days

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address
