



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : December 04, 2019  
RFQ No. : 19-W14-1033

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND INK CARTRIDGES**  
Approved Budget for the Contract : **Php880,220.91**  
End-User / Implementing Office : **Information Technology 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 10, 2019 Tuesday, 9:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 Mayor's/Business Permit (2019);
- 2 PhilGEPs certificate (not expired on the time of opening of quotations);
- 3 Income/Business Tax Return (for FY 2018); and
- 4 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).

in a **SEALED LONG BROWN ENVELOPE** indicating **ONLY** the project title and address as indicated below:

Additional Instructions:

- 1 Affix the signature of your company representative on the sealed envelope flap.
- 2 Only the project name and address should be written / printed on the envelope.

Project Title : **SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND INK CARTRIDGES**

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For any clarification you may contact us at 89884242 loc. 8505/8506.

**(Sgd.) ROWENA T. MACATAO**  
BAC-Goods Chairperson

**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 Office (CGSO) shall have the right to inspect and/or to test the goods and confirm their compliance to the technical specifications.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. After delivery and upon the submission of the required supporting documents, i.e. sales invoice and/or billing statement, by the contractor, the Quezon City Local Government shall make payment through check in favor of the contractor.
10. 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. CGSO 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.
11. 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:

**QUOTATION**

<b>Summary of Approved Budget</b>				<b>Total offered Quotation</b>			
<b>Item Description</b>		<b>Qty</b>	<b>Unit of Measure (UOM)</b>	<i>(Inclusive of taxes and fees)</i>			
<b>(Technical Specifications)</b>				<b>Unit Cost</b>	<b>ABC Amount</b>	<b>Vendor's Unit Price</b>	<b>Vendor's Amount</b>
<b>OFFICE SUPPLIES</b>							
1	CD RECORDABLE, CD Recordable Disc (CD R), 700MB, 80mins., 52x	196	piece	25.00	4,900.00		
2	CORKBOARD, 2ft X 3ft with plywood	1	piece	1,236.24	1,236.24		
3	CORKBOARD, 12in X 24in with aluminum frame rubberized	5	piece	635.00	3,175.00		
4	INK,BLUE for stamp pad, 50ml, weight 80g, dimension 4x4x10	5	bottle	130.00	650.00		
5	INK,GREEN for stamp pad, 50ml, weight 80g, dimension 4x4x10	5	bottle	130.00	650.00		
6	ILLUSTRATION BOARD (30"x40"), 760mm x1000mm 860gsm, 1.30mm thickness, double face (black/white), smooth finish	20	piece	117.69	2,353.80		
7	LAMINATING FILM, Plastic A4 SIZE , 250 microns 100 sheet/pack	6	pack	1,665.00	9,990.00		
8	MARKER PEN, PERMANENT, Fine point, Black, no bleed, smear resistant 3 pens/set	4	set	146.00	584.00		
9	NOTEPAD, stick-on page marker 5-color 1/2" x 2", 100sheet/pack	20	pack	347.19	6,943.80		
10	COLORED PAPER , A4 ASSORTED, 10sheet/pack	3	pack	44.85	134.55		
11	PHOTO PAPER, A4 High Glossy 180gsm 20/sheets/pack	8	pack	71.50	572.00		
12	PAPER BOND - LETTER, Multi-Copy, 80 gsm	7	ream	285.00	1,995.00		
13	PAPER BOND - A3, A3 size, 70gsm, bond, premium grade	7	ream	525.00	3,675.00		
14	PUSH PIN, flat head type, assorted colors, 100pcs/case	4	case	47.08	188.32		
15	RULER, 12", stainless steel	6	piece	27.30	163.80		
16	RULER, 18", stainless steel	6	piece	153.00	918.00		
17	SHARPENER W/ ROTATING LEVER, has a rotating blade for easy sharpening, with receptacle for pencil shavings, with metal clamp	3	piece	757.94	2,273.82		
18	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	6	box	41.60	249.60		
19	GLUE GUN-BIG, 110V-240V, handy, mini and lightweight, branded, good quality, 25w, w/ metal stand	2	piece	104.00	208.00		
20	GLUE STICK-BIG, Big, 30grams, for glue gun	20	piece	9.10	182.00		
21	TAPE - DOUBLE SIDED, 1" x 50m/roll, with foam	3	roll	464.88	1,394.64		
22	TAPE DUCT, cloth, silver/gray, multipurpose duct tape, for general repairs, industrial and HVAC applications, hanging poly	6	roll	98.00	588.00		

23	STICKER PAPER-WHITE, A4, white, matte,10s/pack	4	pack	52.65	210.60		
24	GUN TACKER T50, for T50, 10mm (3/8"), heavy duty, 5000 staples; Easy-squeeze handle reduces hand fatigue; Anti-jam mechanism; High-visibility yellow color easy to spot in a toolbox or workshop Durable aircraft-aluminum housing withstands heavy use; Delivers high power and deep penetration; Easy-slide full-stick staple load	2	piece	2,275.00	4,550.00		
25	STAPLER BINDER TYPE - HEAVY DUTY 200 SHEETS, Strong wire with sharp edges; Good quality; Heavy Duty Staples: Staples up to 50-70 sheets.	5	piece	1,859.00	9,295.00		
26	TAPE, FLOOR MARKING TAPE , Tough flexible plasticized tape coated with an aggressive rubber adhesive: Floor Marking	8	roll	540.00	4,320.00		

**INKS AND TONERS**

27	COPIER TONER, KYOCERA ECOSYS M2535dn/LRM-COPIER	3	cart	6,470.00	19,410.00		
28	INK CART, HP OFFICEJET BLACK, ink cart, HP CN053AA, black	10	piece	2,350.00	23,500.00		
29	INK CART, HP OFFICEJET CYAN, ink cart, HP CN054AA, cyan	6	piece	1,180.00	7,080.00		
30	INK CART, HP OFFICEJET MAGENTA, ink cart, HP CN055AA, magenta	4	piece	1,180.00	4,720.00		
31	INK CART, HP OFFICEJET YELLOW, ink cart, HP CN056AA, yellow	4	piece	1,180.00	4,720.00		
32	INK CART, PLOTTER HP DESIGNJET T770 GRAY, HP 72, 130ml gray ink cartridge	2	piece	4,890.00	9,780.00		
33	INK CART, PLOTTER HP DESIGNJET T770 MATTE BLACK, HP 72, 130ml matte black ink cartridge	2	piece	4,890.00	9,780.00		
34	INK CART, PLOTTER HP DESIGNJET T770 YELLOW, HP 72, 130ml yellow ink cartridge	1	piece	4,890.00	4,890.00		
35	TONER CART, HP LASERJET 1525N, BLACK, toner cart, HP CE320A Black	6	cart	5,730.00	34,380.00		
36	TONER CART, HP LASERJET 1525N, CYAN, toner cart, HP CE321A Cyan	6	ca	5,445.00	32,670.00		
37	TONER CART, HP LASERJET 1525N, MAGENTA, toner cart, HP CE323A Magenta	5	cart	5,445.00	27,225.00		
38	TONER CART, HP LASERJET 1525N, YELLOW, toner cart, HP CE322A Yellow	6	cart	5,445.00	32,670.00		
39	TONER CART, HP LASERJET M254dw, BLACK, TONER CART, HP 202A (CF500A)	18	cart	4,800.00	86,400.00		
40	TONER CART, HP LASERJET M254dw, CYAN, TONER CART, HP 202A (CF501A)	12	cart	5,650.00	67,800.00		
41	TONER CART, HP LASERJET M254dw, MAGENTA, TONER CART, HP 202A (CF503A)	12	cart	5,650.00	67,800.00		
42	TONER CART, HP LASERJET M254dw, YELLOW, TONER CART, HP 202A (CF502A)	12	cart	5,650.00	67,800.00		
43	TONER CART, HP LASERJET M506, TONER CART, HP CE287 Black (87A)	6	cart	20,358.00	122,148.00		
44	TONER CART, HP COLOR LASERJET, M252N INK- CF400A - BLACK	6	cart	6,169.43	37,016.58		
45	TONER CART, HP COLOR LASERJET, M252N INK- CF401A - CYAN	4	cart	7,273.38	29,093.52		
46	TONER CART, HP COLOR LASERJET, M252N INK- CF402A - YELLOW	4	cart	7,273.38	29,093.52		
47	TONER CART, HP COLOR LASERJET, M252N INK- CF403A - MAGENTA	4	cart	7,273.38	29,093.52		
48	TONER CART, COPIER MACHINE FUJI DCS2320, toner for Fuji DCS2320, s1810, s2010, s2220, s2420 (9,000 yield capacity), Black	8	cart	8,968.70	71,749.60		
	-----Nothing Follows-----				<b>880,220.91</b>	<b>TOTAL:</b>	

**REMARKS:**

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address