



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 05, 2019
RFQ No. : 19-W14-1035

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **Supply and Delivery of Various Office Supplies**
Approved Budget for the Contract : **Php463,233.85**
End-User / Implementing Office : **Social Services Development Department (SSDD)**

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 12, 2019 Thursday, 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.

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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							
Summary of Approved Budget				Total offered Quotation			
Item Description		Qty	Unit of Measure (UOM)	<i>(Inclusive of taxes and fees)</i>			
(Technical Specifications)				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1	Correction Pen, quick dry, multi-purpose, metal tip, good quality, branded	462	piece	134.55	62,162.10		
2	Ink Cartridge Printer, Canon PG-745 XL black ink cartridge, good quality, branded	48	crtgs.	968.50	46,488.00		
3	Ink Cartridge Printer, Canon CL-746 color ink cartridge, good quality, branded	78	crtgs.	1,228.50	95,823.00		
4	Folder, expanding, color: green, long, good quality, branded	131	piece	33.00	4,323.00		
5	Crayons, jumbo, 8's/box, non-toxic, conforms to ASTM D 4236, meets performance standard ANSI 2356.1, good quality, branded	120	box	148.50	17,820.00		
6	Art Paper, assorted colors, glossy, 24's/pack, short (8 1/2"x11"), good quality, branded	67	pack	22.00	1,474.00		
7	Columnar Notebook, 24 columns at 36 rows, 50 leaves, good quality, branded	300	pad	71.50	21,450.00		
8	Fastener, for paper, plastic, non-sharp edges, 50 sets/box, good quality, branded	68	box	85.80	5,834.40		
9	Sign Pen, black, liquid/gel ink, 0.5mm, needle tip, good quality, branded	78	piece	35.99	2,807.22		
10	Staple Wire, Binder-23/24, for heavy duty stapler, 1,000 staples 23/24, good quality, branded	14	box	211.85	2,965.90		
11	Sign Pen, 0.7mm, roller ball pen, good quality, branded	17	piece	45.90	780.30		
12	Pen Highlighter, 4 pieces/box, good quality, branded	38	box	115.50	4,389.00		
13	Manila Paper, 10 sheets per pack, good quality	93	pack	35.31	3,283.83		
14	Glue, 130 grams, good quality, branded	31	bottle	63.55	1,970.05		
15	Pencil, no. 2, medium, with eraser, branded	78	piece	8.80	686.40		
16	Linen Paper, 10's/pack, short, 8 1/2" x 11", beige, good quality, branded	40	pack	46.00	1,840.00		
17	File Box Magazine, medium, dimension: 110mm x 200mm x 240mm min, 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, good quality, branded	15	piece	260.00	3,900.00		

18	Pad Intermediate, 80 leaves size 200mm x 248mm, 3 pads/pack, good quality, branded	10	pack	93.50	935.00		
19	Pad paper, Grade 1, 80-90 leaves, good quality, branded	14	pad	22.00	308.00		
20	Pad paper, Grade 2, 80-90 leaves, good quality, branded	13	pad	22.00	286.00		
21	Pad Paper, Grade 3, 80-90 leaves, good quality, branded	13	pad	22.00	286.00		
22	Pad Paper, Grade 4, 80-90 leaves, good quality, branded	14	pad	22.00	308.00		
23	Pad Paper, Grade 5 and 6, 80-90 leaves, good quality, branded	26	pad	22.00	572.00		
24	Notebook, non-spiral, writing, 80 leaves, good quality, branded	370	piece	33.00	12,210.00		
25	Notebook, non-spiral, composition, 80 leaves, good quality, branded	370	piece	56.00	20,720.00		
26	Correction fluid, 15ml, white, brush, good quality, branded	6	piece	36.30	217.80		
27	Continuous Ink Refill-Printer Multifunction-L'Series, ink refill for L'Series, 70ml/bottle (black, magenta, cyan, and yellow)@ 2 bottles each color, branded	8	bottle	451.35	3,610.80		
28	Calculator, extra large display, 12 digits, 2-way power with key rollover, dimensions: 29.3 (h), 107 (w), 175.5mm (l), good quality, branded	1	piece	703.05	703.05		
29	Paper Cutter, metal, 15 inches x 18 inches, good quality	1	unit	2,080.00	2,080.00		
30	Laserjet Print Cartridge 17A, for Laserjet Pro M102a printer	50	crtgs.	2,860.00	143,000.00		
	<i>-----Nothing Follows-----</i>			TOTAL:	463,233.85	TOTAL:	

REMARKS:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address