

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 METAL TIP, 5ML | 15 | PC | 120.00 | 1,800.00 | | |
| 2 | SIGN PEN, GREEN, NEEDLE POINT, 0.5MM | 24 | PC | 38.10 | 914.40 | | |
| 3 | TRACING PAPER, 20' X 50' YARDS, 80/85 GRAMS/ROLL | 130 | ROLL | 1,850.00 | 240,500.00 | | |
| 4 | TRACING PAPER, 24' X 50' YARDS, 80/85 GRAMS/ROLL | 30 | ROLL | 1,850.00 | 55,500.00 | | |
| 5 | PLOTTER PAPER, 24" X 50" YARDS/ROLL | 130 | ROLL | 1,088.00 | 141,440.00 | | |
| 6 | A3 BOND PAPER, 420MM X 297 MM, 70 GMS/M2 (APPROXIMATELY 500 SHEETS/REAM) | 100 | REAM | 525.00 | 52,500.00 | | |
| 7 | FOLDER, EXPANDING, LEGAL SIZE, COLOR: WHITE | 150 | PC | 30.00 | 4,500.00 | | |
| 8 | INK CARTRIDGE, PLOTTER- HP 711 CZ133A, BLACK INK 80ML | 110 | CART | 3,640.00 | 400,400.00 | | |
| 9 | TONER CARTRIDGE, PRINTER-HP LASERJET M102A, BLACK | 8 | CART | 5,670.00 | 45,360.00 | | |
| 10 | RULER METAL, 24" STAINLESS STEEL | 4 | PC | 564.00 | 2,256.00 | | |
| 11 | TAPE, TRANSLUCENT, 24MM WIDTH, USABLE LENGTH OF 50 METERS MIN. | 12 | PC | 85.00 | 1,020.00 | | |
| 12 | CUTTING MAT, 90CM X 60 CM PVC GREEN | 4 | PC | 1,819.00 | 7,276.00 | | |
| -----Nothing Follows----- | | | | TOTAL: | 953,466.40 | TOTAL: | |
| REMARKS | | | | | | | |

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address