



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-W9-1016

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **SUPPLY AND DELIVERY OF VARIOUS SUPPLIES**
Approved Budget for the Contract : **Php440,364.37**
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.

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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 (Technical Specifications)		Qty	Unit of Measure (UOM)	(Inclusive of taxes and fees)			
				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
OFFICE SUPPLIES							
1	AIR FRESHENER, Deodorizer; Scent: Ocean Escape/ Cool air/Lemon/Apple; 180g; Long lasting fragrance; Gel form	14	piece	325.00	4,550.00		
2	CLEANING CLOTH, microfiber, plain, any color	4	piece	94.15	376.60		
3	DISINFECTANT BLEACH, Kills viruses and fungi; Helps remove stains; Whitens and deodorizes home and laundry items; All Purpose Bleach; 1gallon	1	gallon	765.00	765.00		
4	DIRT AND STAIN REMOVER, cream-based, dirt and stain remover 250g	4	can	91.00	364.00		
5	DISHWASHING LIQUID, any scent anti bacteria 500ml	9	bottle	175.95	1,583.55		
6	DISHWASHING SPONGE, foam, size 3in x 3in, in individual pack	12	piece	59.29	711.48		
7	MOP SQUEEZER, heavy duty, hard plastic, with handle and wheels standard size, 36 liters, black	1	piece	13,652.31	13,652.31		
8	BATTERY, dry cell 9V	8	piece	122.40	979.20		
9	BATTERY, cr2032, 3volts, lithium ion, coin cell battery, pack of 5	10	pack	425.00	4,250.00		
10	CABLE TIE - VELCRO, Quantity: 10 pcs/pack velcro; Cable Cord Strap; colors: black or blue; Suitable for office and home use. Dimension: 18cm x 2.5cm	30	pack	550.00	16,500.00		
11	CABLE TIE- WRAP, 3X150mm Nylon Cable Tie , 100pcs/pack	4	pack	389.00	1,556.00		
12	EXTENSION CORD - 5METERS, Protect electronics and appliances from damaging voltage surges with this 6-gang voltage surge protector from Panther. 5 meters long with line and noise filter. Quality is BPS certified. with line, noise filter; 6-Gang; Cord length: 5meters; Universal outlets; Circuit breaker; Durable steel housing; Powder-coated finish; 2500W maximum capacity; 10Amp, 250V	5	piece	650.00	3,250.00		
13	EXTENSION CORD - W/ USB OUTLET - 6FT., 'Illuminated surge protector switch Removeable grounding pin Universal outlet for all types of plug USB outlet for charging use only (5V, 2,100MA) 6ft. Cord length (1.83m) Flame retardant materials for safety Ultimate electric conductivity materials Durable design for improved shock reststance Manageable cord 10A maximum rated current 250V~ rated voltage	5	piece	1,553.50	7,767.50		
14	FIRE EXTINGUISHER REFILL (10 LBS.) fire extinguisher (REFILL), dry chemical, 4.5 kg mono ammonium phosphate for ABC class of fire, non-conductor, non-toxic, with pressure gauge for visual inspection, good quality branded	4	unit	1,150.00	4,600.00		
15	FLUORESCENT LAMP TUBULAR, Fluorescent Lamp Tubular, 40watts, Bulb, 48"	50	piece	133.11	6,655.50		
16	FLUORESCENT tube, tubular, 8watts	30	piece	47.00	1,410.00		
17	FLUORESCENT tube, FLS 03 T8ww09 9watts, 800 LM	25	piece	350.00	8,750.00		
18	FLUORESCENT tube, FLS 03 T8 DL 18, 18 watts	30	piece	500.00	15,000.00		
19	LIGHT BULB, Led light bulb 13 watts, warm white	25	piece	224.00	5,600.00		
20	PINLIGHT, LPLG24D-7WDL PL 2U- compact Lamp 26 watts, warm white	25	piece	149.75	3,743.75		
21	GLOVES, ANTI-STATIC, Color: White/Black/Gray; Length: 22cm; Pair of Anti-static Gloves; Material: Polyester and Electrostatic Conductive Wire; Palm Is Made of Nylon Cloth;cUsed For Computer Working & Testing; Size: Freesize	4	pair	350.00	1,400.00		
22	MALE PLUG, heavy duty rubber 2-wire	30	piece	75.00	2,250.00		

23	METER TAPE - 5M, Material: Steel; Length: 5 meters or 16 feet; Blade width: 3/4 inch; Inch and meter graduations; Heavy duty tylon coated blade provide anti-glare reading Bi-material soft touch case for improved grip Tru-Zero hook for accurate inside and outside measurements; Ergonomic comfortable rubber grip with a belt clip on the back	3	piece	350.00	1,050.00		
24	PAINTBRUSH - 1/2", one half (1/2) inch paintbrush, bristle material: nylon;	6	piece	11.38	68.16		
25	PLIER SET, Long Nose Pliers 6", Slip Joint Pliers 10", Diagonal Side Cutter Pliers 6", Nail Clipper Pliers, Heavy Duty	4	set	1,412.31	5,649.24		
26	PLIER CUTTER, 8", Closed fit machined jaws for efficient cutting, forged carbon steel jaws and handle for long life.	2	piece	320.12	640.24		
27	SEALANT SILICON, Clear silicon sealant 10.0 ounce	9	tube	255.00	2,295.00		
28	WD-40 PRESSURIZED 469ML, Stops squeaks; Cleans and protects; Loosens rusted parts; Frees sticky mechanisms; Drives out moisture; Multi-Use Penetrating Oil; Size: 469ML	5	can	428.40	2,142.00		
29	CRIMPING TOOL FOR RJ11/RJ12/RJ45, RJ45 RJ11 RJ12 4p 6p 8p Wire Cable Crimper with Wire Strpper, Crimping Tool network, Portable style with perfect shape. Works for 4/6/8 poles modular connectors The head of the tool is made of high quality material, which makes it durable.	8	piece	1,050.00	8,400.00		
30	COMPACT DISC CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	5	piece	153.00	765.00		
31	CONNECTOR RJ45, RJ45 Stranded Modular Connectors; high quality; 50 micron Gold plating; Works with most RJ45 Crimp Tools (excluding AMP); Used for Computer Networking; 100 pcs/box	1	set	1,295.00	1,295.00		
32	DRUM CARTRIDGE, COPIER MACHINE FUJI DCS2320, DRUM CARTRIDGE FOR FUJI DCS2320, CT351075	2	cart	11,340.00	22,680.00		
33	FLASHDRIVE - OTG 64GB, Optimized for Android smartphones and tablets Interface: micro-USB and USB 2.0 connectors (one connector used at a time); Capacity: 64GB; Compatibility: USB 2.0; Compatible with PC & Mac computers-- no drivers needed - Windows XP, Windows 7, Windows 8, Mac OS X v10.5+ Operational Temperature: 0~60° C Dimensions: 36.58mmL x19.81W x10.92H mm Requires host device with On The Go (OTG) compatibility.	14	piece	1,500.00	21,000.00		
34	EXTERNAL HARD DRIVE 2TB - Shockproof, Military-grade shock resistance* Fully Compliant with the Hi-Speed USB 2.0 specification; Advanced 3-stage shock protection system; Durable anti-shock rubber outer case Advanced internal hard drive suspension system; Quick Reconnect Button - after safely removing the hard drive from the system, press to reconnect the drive without having to unplug and replug the USB connector again; One Touch Auto-Backup button; 256-bit AES file & folder encryption; Exclusive transcend elite data management software;	11	unit	6,955.00	76,505.00		
35	FINGER PRINT SCANNER, FIPS 201 PIV certified; Low Power consumption; Fine-grained power control; Compact size; Landing lights for finger tracking; Red/green status LEDs; Blue illumination; 500dpi and 1000dpi images; High-durability glass top surface; IP64-rated top surface sealed against dust and liquid High quality fingerprint image; Counterfeit finger rejection; Drivers and SDKs for Windows, Windows CE, Linux and Android operating systems	8	piece	6,630.00	53,040.00		
36	HDMI Cable-5m, length: 5m; Connector finish: Gold, Superior Signal Transfer Resolution: 480 I - Full HD 1080p	7	piece	2,210.00	15,470.00		
37	KEYBOARD, Usb Keyboard; Spill-resistant design; Thin Profile; Durable and easy to read keys ; Sturdy adjustable tilt legs; Plug and Play connectivity	10	piece	650.00	6,500.00		
38	MOUSE, three-button wired optical USB mouse; 1.5m wired mouse; Full size dimensions;1000 dpi optical solution; Approximate height: 35 mm; Approximate width: 60mm; Approximate length: 115 mm; Approximate weight: 100g; mouse increased weight block for stability	10	piece	780.00	7,800.00		
39	LABEL PRINTER - Tape Cartridge ~1/2" Black on White, For use with LabelWorks LW-300, LW-400, LW-600P and LW-700 label printers; Length: 12mm x 9m / 30ft.; 1/2" Black on White; Features a split-back design for easy peeling; Durable, hard plastic casing for safe storage (Epson)	3	roll	3,600.00	10,800.00		
40	STP CABLE CAT6, 23 AWG bare annealed copper conductors, non-plenum, Polyolefin insulation, twisted pairs, central spline, foil shield, drain wire, see color code chart (below), PE jacket; LENGTH: 305m .	1	roll	23,400.00	23,400.00		
41	STP CABLE CAT5e, Cat5e STP Ethernet Cable - Solid Twisted Pair - Cat 5e Shielded 350Mhz 24AWG Full Copper Wire Pull Box - In-Wall Rated , Gray; 1000 ft / 305m	9	roll	7,338.76	66,048.84		
42	WEB CAMERA, Full HD 1080p video capture (up to 1920 x 1080 pixels) with recommended system HD video calling (1280 x 720 pixels) with recommended system; Logitech Fluid Crystal™ Technology Autofocus; Photos: Up to 8 megapixels (software enhanced); Built-in mics with automatic noise reduction Hi-Speed USB 2.0 certified (recommended); Webcam with 3-foot cable; Face Recognition Log-in capable; B57Swiveling, tripod-ready design; Universal clip fits laptops, LCD or CRT monitors.	2	piece	4,550.00	9,100.00		
	-----Nothing Follows-----				440,364.37	TOTAL:	

REMARKS:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address