



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: February 23, 2021

PR No: GF-21-01-00046

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES (ENVELOPE AND OTHERS)**

Approved Budget for
the Contract : **Php 989,512.00**

End-User /
Implementing Office : **CITY TREASURER'S OFFICE**

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 **February 26, 2021, 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 (2021);
- 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) 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 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
1	Marker, permanent, bullet type, black	pc	300		
2	Marker, permanent, bullet type, blue	pc	300		
3	Marker, fluorescent, 3 assorted colors per set	set	200		
4	Pencil, lead with eraser, wood cased, hardness: HB	box	150		
5	Continuous Form, 3 ply, 280x241 mm, carbonless	box	220		
6	Continuous Form, 1 ply, 280x241 mm, 2,000 sheets/box	box	165		
7	Paper, multicopy-80 gsm, size: 210mm x297mm, A4 reams 290 1	ream	290		
8	Paper, multicopy - 80 gsm, size: 216mm x 330mm, legal	ream	485		
9	Data Folder, made with chipboard, taglia lock	pc	200		
10	Data File Box, made with chipboard, with closed ends	box	200		
11	Tape, transparent, width, 24mm (±1mm)	roll	1,000		
12	Tape, masking, width, 24mm (±lmm)	roll	250		
13	Tape, packaging, width: 48mm (±1 mm)	roll	250		
14	Tape Dispenser, Table top, for 24mm width tape	pc	20		
15	Eraser, rubber, for pencil draft/writing	pc	28		
16	Paper, multi-purpose, (copy) A4, 70gsm	ream	200		
17	Paper, multi-purpose, (copy) legal, 70gsm	ream	400		
18	Guntacker, manual, 3/8" staples, heavy duty, stainless	pc	2		
19	Staple Wire, guntacker T50, for T50, 10mm (3/8"), heavy duty, 5,000 staples	box	4		
20	Fastener, metal, 70mm between prongs	box	100		
21	Staple Wire, standard (26/6)	box	750		
22	Envelope, mailing, white	box	100		
23	Envelope, documentary, for legal size documents, 500 pcs. per box	box	50		
24	Envelope, expanding, legal	box	100		
25	Rubberband, 70mm min. lay flat length (#18)	box	85		
26	Notepad, stick-on, 50mm x 76mm {2" x 3"} min	pad	180		
27	Correction Tape, film base type, UL 6m min.	pc	400		

28	Staple Remover, plier type	pc	100		
29	Pencil Sharpener, manual, single cutter head	pc	10		
30	Folder, pressboard; 240mm x 370mm, 100pcs. per box	box	100		
31	Stapler, standard type load cap. 200 staples min in individual box	pc	125		
32	Calculator, compact, 12 digits, LCD Display, Two-way power source (solar and cell)	pc	50		
33	Paper Clip, 32mm. 100 pcs./box or 52grams (min)	box	120		
34	Dating and Stamping, good quality	pc	2		
35	Marker, permanent, broad chisel tip, any color	pc	100		
36	Record Book, 300 pages, 214mm x 278mm min.	book	50		
37	Record Book, 500 pages, 214mm x 278mm min.	book	50		
	Total Quoted Amount				

Amount in Words:_____

_____.

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address