



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
(SECTION 52.1b)

Date: **MARCH 09, 2021**
PR No: **TF-21-02-00131**

Name of Company : _____
Address : _____
Contact No. : _____
PROCUREMENT OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)
Project Title : _____
Approved Budget for
the Contract : **Php 785,440.00**
End-User / **PROCUREMENT DEPARTMENT**
Implementing 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 **MARCH 12, 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; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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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2/F Procurement Department, Finance Building
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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 initiated 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	BALLPEN - Ballpoint 0.5mm Red=300, Blue=300, Black=300	piece	900		
2	SIGN PEN - Hi-Techpoint, 0.5mm Blue=300, Black=300	piece	600		
3	CUTTER WITH BLADE - Universal Plastic Cutter 18mm	piece	70		
4	RULER - 12" Flexible Transparent Clear	piece	140		
5	GARTER CORD - Black, 5 feet(60")	roll	140		
6	STICKY NOTES - 1.25" x 2", 5 Neon Colors, 500s	pad	210		
7	STICKY NOTES - 1.5" x 1.5", 5 Neon Colors, 500s	pad	210		
8	STICKY NOTES - 2" x 3", 100s	pad	210		
9	TAPE DISPENSER - Big Heavy Duty	piece	70		
10	STAPLER - For No. 35 Big Heavy Duty, 20 Sheets capacity	piece	70		
11	STAPLE WIRE - No. 35, Heavy Duty 5,000's	box	350		
12	PENCIL No. 2 - With Eraser, 12s/box	box	70		
13	HIGHLIGHTER - Neon Assorted Colors	piece	210		
14	FILE BOX - Magfile Closed Vertical, Legal	piece	70		
15	FILE BOX - Magfile Closed Horizontal, Legal	piece	70		
16	DATER STAMP - Manual 4mm (MM-DAY-YEAR)	piece	10		
17	STAMP PAD WITH INK - No. 2 Black	piece	10		
18	STAMP PAD INK - 20ml, Black	piece	10		
19	PUNCHER - Big Heavy Duty	piece	70		
20	WIRELESS KEYBOARD AND MOUSE COMBO Battery: 3A, On/Off Switch Full-size layout with 12 enhanced F-Keys for media control 10m Maximum wireless operating distance	set	70		
21	PERMANENT MARKER - Fine point, Blue=70, Black=70	piece	140		
22	PAPER CLIP - Small, 100s	box	210		
23	PAPER CLIP - Big, 100s	box	210		
24	EXTENSION CORD - 2 Gang Universal Outlet, 3 Meters	piece	70		
25	RUBBER BOND -Big No. 18, 350grams	box	280		

26	FLASH DRIVE 32GB - Ultra Dual Drive USB3.0	piece	40		
27	EXPANDING ENVELOPE WITH GARTER - Legal Size	piece	5000		
28	EXPANDING FOLDER - Legal	piece	5000		
29	DOCUMENT ENVELOPE - 9" X 12" , 150lbs	piece	5000		
30	FILE FOLDER - Long , 14pts	piece	5000		
31	FASTENER - Plastic, 50Sets, 4-1/2Long	box	210		
32	FASTENER - Plastic, 50Sets, 6-1/2Long	box	210		
33	FASTENER - Plastic, 50Sets, 8-1/2Long	box	210		
34	FOLDBACK CLIP (BINDER CLIP) - 3/4", 12s	box	210		
35	FOLDBACK CLIP (BINDER CLIP) - 1", 12s	box	210		
36	FOLDBACK CLIP (BINDER CLIP) - 1.25", 12s	box	210		
37	DESKTOP PENCIL SHARPENER	Piece	70		
	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