



REQUEST FOR QUOTATION SHOPPING 52.1 (b)

DATE : MAY 18 2021
PR NO. : TF-21-04-00226

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES
Approved Budget of the Contract : Php 783,970.00
End-User / Implementing Office : PROCUREMENT 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 MAY 21 2021 10:00 AM 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 2020) (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.

PROJECT TITLE: PROCUREMENT OF VARIOUS OFFICE SUPPLIES

**Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound**

For any clarification you may contact us at 89884242 loc. 8506/8709.


ATTY. DOMINIC B. GARCIA
Officer-In-Charge, 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	BALLPEN - Ballpoint 0.5mm	piece	900		
	Red=300,				
	Blue=300,				
	Black=300				
2	SIGN PEN - Hi-Techpoint, 0.5mm	piece	600		
	Blue=300,				
	Black=300				
3	CUTTER WITH BLADE - Universal Plastic Cutter 18mm	piece	70		
4	RULER -12" Flexible Transparent Clear	piece	70		
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	5		
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, 350 grams	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	

Amount in Words :

Delivery Period : Thirty(30) Calendar Days
Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

2