



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: July 13, 2021  
PR No: TF-21-07-00320

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND DEVICES**  
Approved Budget for the Contract : **Php 813,930.00**  
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 **July 16, 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.

Project Title: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND DEVICES**

**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. 8505/8709.

**ATTY. DOMINIC B. GARCIA**  
Officer-In-Charge/Head, BAC Secretariat

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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	STAPLER HEAVY DUTY - (up to 13mm)	piece	10		
2	PAPER CUTTER METAL BASE - 15" x 18" (A3)	piece	7		
3	POST IT - 3inch x 3inch, 100 sheets	pad	360		
4	POST IT - 3inch x 4inch, 100 sheets	pad	360		
5	RECORD BOOK JUNIOR 7inch x 11inch, ANY COLOR 300PAGES	piece	50		
6	RECORD BOOK JUNIOR 7inch x 11inch, ANY COLOR 500PAGES	piece	50		
7	RECORD BOOK 8.5inch x 11inch, ANY COLOR 300PAGES	piece	50		
8	RECORD BOOK 8.5inch x 11inch, ANY COLOR 500PAGES	piece	50		
9	MASKING TAPE 24mm x 20Yards	piece	80		
10	MASKING TAPE 48mm x 20Yards	piece	80		
11	CLEAR ADHESIVE TAPE 24mm x 30Meters	piece	160		
12	CLEAR ADHESIVE TAPE 48mm x 20Meters	piece	160		
13	Folder Divider With Tab 5 Tabs Colored, Short, 5's/pack	pack	1000		
14	Folder Divider With Tab 5 Tabs Colored, Long 5's/pack	pack	1000		
15	ARCHFILE FOLDER Legal, 3inch	piece	50		
16	ARCHFILE FOLDER Legal, 2inch	piece	500		
17	INTERNAL SATA NAS HD TB Cache Memory Installed: 256mb; HD Rotational Speed: 7,200 rpm Hard Disk Form Factor: 3.5inch; HD Connectivity: SATA 6.0 Gb/s	unit	8		
18	PATCH CORD Cat6 Male RJ45/Male RJ45 - 3Meters	piece	30		
19	PATCH CORD Cat6 Male RJ45/Male RJ45 - 5Meters	piece	30		
20	5-Port Fast Ethernet Switch Plug & Play Wired connection speed up to 100 Mbps 5 Fast Ethernet auto-sensing ports Quality of Service (QoS) traffic prioritization Easy plug & play connection	unit	4		



21	DIGITAL VOICE RECORDER Record in MP3/LPCM with a high sensitivity S-Microphone Up to 4GB of built-in storage Focus and wide microphone modes to suit lectures/meetings Direct USB built-in for easy connection to PC	piece	5		
22	ON EAR WIRED HEADSET with Stand (Any Color) one-button universal remote with microphone Ear cushion material: PU Leather 3.5mm mp3 headphone jack 20Hz - 20 kHz Dynamic frequency response range 32 OHMS Impedance Dynamic Driver Type at 40mm With Warranty card	unit	30		
23	CALCULATOR STANDARD 14DIGITS	piece	60		
24	FOLDBACK CLIP (BINDER CLIP) 1/2", 12s	box	350		
25	FOLDBACK CLIP (BINDER CLIP) 3/4", 12s	box	350		
	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



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date: JUL 13 2021  
Project No: SSDD-21-FOODSTUFF-  
135

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : Procurement of Family Food Packs  
Approved Budget  
for the Contract Php 273,120.00  
End-User / Social Services Development 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 JUL 16 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 2020) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the **QC-BAC Goods and Services**
- 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:

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- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **Procurement of Family Food Packs**

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

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**ATTY. DOMINIC B. GARCIA**  
Officer-In-Charge/Head, BAC Secretariat

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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 and 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.

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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	Cocoa Powder, 200grams/pack good quality	pack	100		
2	Rice 25 kilos/pack, good quality	pack	100		
3	Sugar brown, 1 kilo/pack, good quality	kilo	100		
4	Monggo, 1 kilo/pack, good quality	kilo	100		
5	Malagkit, 1 kilo/pack, good quality	pack	100		
6	Powdered Milk, 330grams/pack, good quality	pack	100		
7	Iodized Salt, 250g/pack, good quality	pack	100		
8	Misua, 200 grams/pack, branded, good quality	pack	200		
9	Hot cake mix, 500g/box, branded, good quality	box	100		
10	Tuna Flakes in oil, 180 grams/can with heart friendly omega 3, good quality	can	100		
11	Pork & Beans, 230grams/can, good quality	can	100		
12	Sardines, 155 grams/can, good quality	can	100		
13	Sausage, 260g/can, good quality	can	100		
14	Evaporated Milk, 370ml/full cream, good quality	can	100		
15	Corned Beef, 190grams/can, good quality	can	100		
16	Spaghetti Noodles, 1 kilo/pack, good quality	pack	100		

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17	Macaroni, 1 kilo/pack, good quality	pack	200		
18	Noodles, instant noodles, 55grams/pack, good quality	pack	600		
19	Biscuit, Cracker, 28grams/pack, 10's/pack	pack	100		

Amount in Words: \_\_\_\_\_

\_\_\_\_\_

Delivery Period : Fifteen (15) Calendar Days

Warranty : \_\_\_\_\_

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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