



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION

Shopping 52.1b

Date : November 29, 2021
PR No. : **CAO-21-OS-447B**

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : **PROCUREMENT OF BALLPEN AND OTHERS**

Approved budget of the Contract : **Php 500,231.00**

End-User /
Implementing Office : **CITY ADMINISTRATOR'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 December 03, 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 **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 BALLPEN AND OTHERS**

**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.

(Sgd.) 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 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 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	A4 Multicopy paper 210mmx297mm 80gsm	ream	440		
2	Long Multicopy paper 216mmx330mm 80gsm	ream	700		
3	Pencil No.2, 12pcs/box	box	20		
4	Scissors, symmetrical, stainless steel blade, 185mm long	pair	100		
5	Ball Pen, blue ink, round stick EZ 1.0mm, 60/box	box	6		
6	Sign pen V-10, Hi-techpoint Blue	piece	275		
7	Sign pen V-10, Hi-techpoint Black	piece	150		
8	Fastener- metal 70mm between prongs,50sets/box	box	200		
9	Paper board and Long 8.5 inches x 13 inches 200GSM, 10 sheets asttd color	piece	15		
10	Photo Paper A4 230gsm x 205, Inkjet, Hi-gloss, 10 sheets/ bundle	ream	10		
11	Paper Clips, assorted color, 33mm	box	200		
12	Vinyl coated paper clips 50	box	200		
13	Staple wire No. 35 26/6	box	250		
14	Stapler with Staple Remover- 16mm bullet, Dim: 12x4x4cm	piece	30		
15	Tape Dispenser, Heavy Duty TD 2031, 1"	piece	15		
16	Rubberband, flat brown 350gms	box	50		
17	Rollerball pen, V5 Hi-Techpoint Red 0.5	piece	30		
18	Ballpen M# 150604 Medium-black, 0.5mm, smear proof	piece	100		
19	Post-it page marker 670-5AN 5 colors 1 /2x2	piece	50		
20	Post-it Note 654 100's Yellow 3x3	piece	50		
21	Highlighter Marking Pen 3pcs/set	set	20		
22	Desk Tray , 2 layers, white,metal,34x26x6cm	piece	10		
23	Flask Drive, 16GB USB 2.0 , white or black, Cruzer glide, slim	piece	130		

24	Whiteboard/Corkboard combo, 36 inches x 24 inches, magnetic	piece	7		
25	External Hard Drive-1 TB slim type, w/backup plus Data transfer 640MBps (5GBps), USB 3.0 interface plug & play, Operating System Windows 10,8,7	unit	12		

	Total Quoted Amount				

Amount in Words:_____

Delivery Period

:

Fifteen (15) Calendar Days

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address