



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



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

Date: **NOVEMBER 16, 2021**  
PR No: **QCCAC-21-OS-775**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF PAPER AND OTHERS**  
Approved Budget for the Contract : **Php 164,062.36**  
End-User / Implementing Office : **QC COMPETENCY ASSESSMENT CENTER**

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 **NOVEMBER 19, 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 ABCs above P500,000.00);
- 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 PAPER AND OTHERS**  
**Quezon City Local Government**  
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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	PAPER, Multi-purpose, 70 gsm., A4	ream	60		
2	PAPER, Multi-purpose, 70 gsm., Legal	ream	80		
3	PAPER, Parchment, Multi-purpose, 210mm x 297mm, 80 gsm., Fine translucent, Suitable for laser/inkjet printing	box	18		
4	INK, Epson Ink 664, EPSON C13T664100 (T6641), Black	piece	100		
5	INK, Epson Ink 664, EPSON C13T664200 (T6642), Cyan	piece	30		
6	INK, Epson Ink 664, EPSON C13T664300 (T6643), Magenta	piece	30		
7	INK, Epson Ink 664, EPSON C13T664400 (T6644), Yellow	piece	30		
8	FOLDER, File folder, White, Legal, 100 sheets per pack	pack	30		
9	FOLDER, File folder, White, A4, 100 sheets per ream	pack	10		
10	ENVELOPE, Documentary, A4, Kraft,150 gsm	box	2		
11	ENVELOPE, Documentary, Legal, Kraft,150 gsm	box	2		
12	ENVELOPE, Expanding w/ Garter, Legal, Blue	piece	1000		
13	FASTENER, Assorted color, Able to hold 25mm thick of multi-purpose paper (70 gsm)	box	100		
14	PAPER CLIP, Vinyl/Plastic coated, 33mm, Assorted color	box	15		
15	PAPER CLIP, Vinyl/Plastic coated, 50mm, Assorted color	box	12		
16	STAPLE WIRE, Standard, 5000 wires per box	box	40		



17	<b>DATING AND STAMPING MACHINE</b> , Frame: Steel and plastic or sturdy all plastic frame, Four band date and 12 year band, With locking mechanism, self-inking stamp, removable and refillable ink pad, single color, Size of Imprint: 30mm x 45mm	piece	4		
18	<b>STAMP PAD</b> , Felt, Metal box, Stamp bed size: Width 60mm, Length, 100mm, Thickness of felt: 5mm	piece	6		
19	<b>PUNCHER</b> , Heavy duty, Punching capacity: 30 sheets of 70 gsm multi-purpose paper, W/ two hole guide, Diameter of hole: 7mm	piece	10		
20	<b>STAPLER</b> , Standard type, Loading Capacity: 200 staples, One time binding capacity: 2-20 sheets multi-purpose paper (70 gsm)	piece	10		
21	<b>TAPE</b> , Packaging, 48mm, Usable length: 50 m	roll	20		
22	<b>TAPE</b> , Transparent, 24mm, Usable length: 50 m	roll	20		
23	<b>TAPE</b> , Transparent, 48mm, Usable length: 50 m	roll	20		
24	<b>TAPE</b> , Masking, 24mm, Usable length: 50 m	roll	20		
25	<b>TAPE</b> , Masking, 48mm, Usable length: 50 m	roll	20		
26	<b>ETHYL ALCOHOL</b> , 68%-72%, Bottle: HDPE	gallon	50		
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	<b>Total Quoted Amount</b>				

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

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1. Certification from the distributor for the authenticity/genuity of the consumables being offered. For the item no. 4 to 7.	
2. Authority to sell from manufacturer / exclusive distributor of the consumables being offered. For the item no. 4 to 7.	

Delivery Period : **Thirty (30) Calendar Days**

Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date \_\_\_\_\_

Email Address