



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: November 29, 2021  
PR No: QCGH-21-OS-842

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF CALCULATOR AND OTHERS**  
Approved Budget for the Contract : **Php945,660.66**  
End-User / Implementing Office : **QUEZON CITY GENERAL HOSPITAL**

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 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.

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For any clarification you may contact us at 89884242 loc. 8505/8709.

**(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.
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	ACETATE (PLASTIC COVER)	roll	9		
2	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	37		
3	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	47		
4	BLADE, for general purpose cutter / utility knife	tube	20		
5	BLACKBOARD/WHITEBOARD ERASER	piece	10		
6	CALCULATOR, COMPACT, electronic, 12 digits cap	unit	15		
7	CARBON FILM, A4 SIZE, 100 sheets per box	box	10		
8	CARBON FILM, PE, black, 216mmx330mm, 100 sheets per box	box	40		
9	CARTOLINA, ASSORTED COLORS, 20 pieces per pack	pack	50		
10	CARTOLINA white, 120 gsm, 20pcs./pack	pack	30		
11	CARTOLINA, green, 20 pieces per pack	pack	2		
12	CLEARBOOK, A4 SIZE	piece	75		
13	CLEARBOOK, LEGAL	piece	91		
14	CLEAR BOOK REFILLS long size, 10 sheets/pack	pack	5		
15	CLIP, BACKFOLD, 19MM, 12 pieces per box	box	59		
16	CLIP, BACKFOLD, 25MM, 12 pieces per box	box	44		
17	CLIP, BACKFOLD, 32MM, 12 pieces per box	box	57		
18	CONTINUOUS FORM, 1 PLY, 280 x 241mm , 2,000 sheets per box	box	5		
19	CONTINUOUS FORM, 1 PLY, 280mm x 378mm , 2,000 sheets per box	box	4		
20	CONTINUOUS FORM, 3 PLY, 280 x 241mm, 500 sheets per box	box	6		
21	CONTINUOUS FORM, 3 PLY, 280 x 378mm, 500 sheets per box	box	6		
22	CORRECTION TAPE, 1 piece in individual plastic	piece	609		
23	CORRECTION FLUID liquid correction pen	piece	5		
24	CUTTER/UTILITY KNIFE, for general purpose	piece	31		
25	DATA FILE BOX, made of chipboard, with closed ends	piece	75		
26	DATA FOLDER, made of chipboard, with taglia lock	piece	20		
27	DVD REWRITABLE	piece	492		
28	ENVELOPE, EXPANDING, PLASTIC	piece	50		
29	ENVELOPE, MAILING, 500 pieces per box	box	10		
30	ENVELOPE, PAY	box	6		

31	ERASER, FELT, for blackboard/whiteboard	piece	2		
32	ERASER, PLASTIC OR RUBBER	piece	30		
33	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	unit	40		
34	FASTENER, METAL, 70mm between prongs, 50 sets per box	box	401		
35	FILE ORGANIZER, LEGAL	piece	40		
36	FILE TAB DIVIDER, A4, 5 colors per set	set	144		
37	FILE TAB DIVIDER, LEGAL, 5 colors per set	set	82		
38	FLASH DRIVE, 16 GB capacity, 1 piece in individual blister pack	pack	64		
39	FOLDER, FANCY, legal size, 50 pieces per bundle	bundle	20		
40	FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack	pack	33		
41	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack	pack	34		
42	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box	box	10		
43	FOLDER, WITH TAB, for A4 size documents, 100 pieces per pack	pack	20		
44	FOLDER, WITH TAB, for legal size documents, 100 pieces per pack	pack	30		
45	GLUE, all purpose, gross weight: 200 grams min	jar	28		
46	Index Card 5x8	pack	6		
47	Index Card Box 5x8	box	5		
48	INDEX TAB, 5 sets per box	box	14		
49	MAGAZINE FILE BOX, LARGE	piece	25		
50	MARKER, FLUORESCENT, 3 colors per set	set	30		
51	MARKER, PERMANENT, bullet type, black	piece	152		
52	MARKER, PERMANENT, bullet type, blue	piece	59		
53	MARKER, PERMANENT, bullet type, red	piece	49		
54	MARKER, WHITEBOARD, black	piece	263		
55	MARKER, WHITEBOARD, blue	piece	63		
56	MARKER, WHITEBOARD, red	piece	51		
57	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	piece	5		
58	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	pad	15		
59	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	pad	14		
60	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad	pad	14		
61	PAPER CLIP, 32MM, 100 pieces per box or 52 grams (min.) (net of box)	box	15		
62	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	box	75		
63	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm, A4 (Bond Paper)	ream	150		
64	PAPER, MULTI-PURPOSE, 70 gsm., size: 216mm x 330mm, Legal (Bond Paper)	ream	150		
65	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4 (Copy Paper)	ream	1543		
66	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, Legal (Copy Paper)	ream	1501		
67	PAPER, PARCHMENT, 100 sheets per box	box	10		
68	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual	piece	15		
69	PUSH PIN, 100 pieces per case	case	10		
70	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	100		
71	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	50		
72	RIBBON CART, EPSON C13S015632, Black, for LQ-310	cart	14		
73	RIBBON, FOR MANUAL TYPEWRITER, In box, with each spool individually	spool	5		
74	RIBBON, RN8750 for FX2175	piece	5		
75	RUBBER BAND, 70mm min lay flat length (#18)	box	14		

76	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	pair	30		
77	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	492		
78	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	237		
79	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	118		
80	SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip	piece	17		
81	STAMP PAD, FELT, bed dimension: 60mm x 100mm	piece	20		
82	STAPLE REMOVER, PLIER TYPE	piece	30		
83	STAPLE WIRE, STANDARD	box	350		
84	STAPLER, STANDARD TYPE, load cap: 200 staples min per box,	box	10		
85	TAPE DISPENSER, TABLE TOP	unit	10		
86	TAPE, MASKING, width: 24mm (±1mm)	roll	118		
87	TAPE, MASKING, width: 48mm (±1mm)	roll	76		
88	TAPE, PACKAGING, 24mm	roll	5		
89	TAPE, PACKAGING, width: 48mm (±1mm)	roll	117		
90	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	90		
91	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	90		
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			<b>Total Quoted Amount</b>		

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

Delivery Period : **Fifteen (15) Calendar Days**

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

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address