



REQUEST FOR QUOTATION
SHOPPING 52.1B

DATE : MAY 02, 2022
PROJECT NO. : ENGINEERING-22-
OSD-402

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES
(BOND PAPER AND OTHERS)**
Approved Budget of the Contract : **P 199,387.00**
End-User / Implementing Office : **DEPARTMENT OF ENGINEERING**

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 06, 2022; 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 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
(BOND PAPER 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 8-988-4242 loc. 8506/8709.


LATTY. 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	Bond Paper-A3 size, 70 gsm, sub 20 - A3 size, 11.7" x 16.5", 500 sheets per ream	reams	50		
2	Bond Paper-Legal(70gsm) - for legal size, 70 gsm., sub20, 500 sheets per ream	reams	300		
3	Correction Tape - 5mmx6m	pc	100		
4	Correction Pen - Metal Tip, multi-purpose & quick dry, 7ml	pc	100		
5	File Holder/ File Box - legal size, 15.5 inches x 9.5 inches x 4.5 inches, green or red	pc	50		
6	Lead Refill For Mechanical Pencil-0.7mm - for mechanical pencil 0.7mm,12 pieces/tube	tubes	50		
7	Marker - Permanent, broad tip, black	pc	100		
8	Marker - Permanent, broad tip, blue	pc	100		
9	Marker - Permanent, broad tip, red	pc	50		
10	Sign Pen- V7-broad/large - black, V7 grip, broad/large, 0.7mm	pc	100		
11	Vellum Board Short - 8 1/2" x 11", any color, 10s/pack	packs	200		
12	Plotter Paper - 24 inches x 50 yards/roll, 2 inches core, 80 gsm, Quick-dry and excellent ink absorbency	rolls	13		
13	Tracing Paper - 24 inches x 50 yards/roll, 90/95 gsm, finish: matt, compatible with pen, pencil, marker, ink jet CAD and laser printing	rolls	10		
TOTAL					

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days
 Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address