



REQUEST FOR QUOTATION
SHOPPING 52.1b

Date : **May 02, 2022**
 PR No. : **OCS-22-OSD-553B**

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)**
 Approved budget of the Contract : **P 50,444.84**

End-User /
 Implementing Office : **OFFICE OF THE CITY SECRETARY**

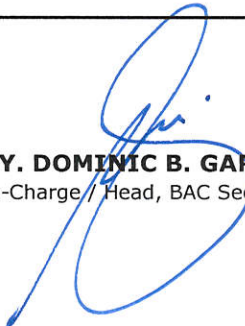
Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **May 06, 2022, 10:00 A.M.** Philippine Standard Time, together with the following documents of your 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 **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**
(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.


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	Ballpen, pen tip size 0.7mm, red	pc	50		
2	Cutter knife, heavy duty for general purpose	pc	7		
3	Data File Box, made of chipboard with closed ends	pc	20		
4	Tape, masking, 48mm x 20yd, cream	roll	15		
5	Note pad, 'stick-on, 3"x4" min, (76mmx101mm)	pad	74		
6	Dater Stamping Machine, Dater, received	pc	2		
7	Eraser, rubber eraser, premium quality	pc	20		
8	Folder, 'data folder, made of chipboard, taglia lock	pc	69		
9	Laminating Film, 'film, 250 microns, 305mm x 50m	roll	2		
10	Marker, fluorescent, 3pcs/set	set	20		
11	Envelope, accordion expanding file folder, legal size	pc	35		
12	Plastic cover, jumbo, gauge 8, clear plastic cover roll 48"x 50m	roll	1		
13	Staple wire, no. 23/17	box	10		
14	Index Card Box, Material: PVC/ Linotex, Assorted colors. 5x8 inches	box	25		
15	Stapler, heavy duty, binder type	unit	2		
16	Staple wire, no. 23/24	box	10		
17	Sign pen, 0.4 top, gel pen regular, violet	pc	11		
18	Stapler, standard type	pc	20		
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

