



REQUEST FOR QUOTATION
SHOPPING 52.1b

Date : July 05, 2022
PR No. : QCTD-22-OSD-933

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

Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES (COLORED PUSH PIN AND OTHERS)**

Approved budget of the Contract : **P 207,552.10**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item Nos. 1 - 13	P 50,068.50
Item Nos. 14 - 15	P 78,000.00
Item Nos. 16 - 23	P 79,483.60
TOTAL ABC	P 207,552.10

End-User /
Implementing Office : **QUEZON CITY TOURISM DEPARTMENT**

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 **July 08, 2022, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired at 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 (COLORED PUSH PIN 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.


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	Colored Push Pin 3cm, 50 pcs/box	box	20		
2	Fixative Spray Matte fixative for charcoal, pastel, pencil drawings, and sketches. Protects artworks, drawings, layouts signs, photographs, colorless, 333g or 11.75oz	piece	3		
3	Photo Paper High premium glossy, A4, 25s/pack	pack	50		
4	Sticker Paper A4, white 100/pack, glossy	pack	41		
5	Document Tray metal mesh 3-tier document letter tray desk organizer file organizer office 11.75 inches W x 13.65 inches L x 10.5 inches H	piece	5		
6	Special Paper 8.5 inches x 11 inches, 90 gsm, 10s/pack	pack	120		
7	Tape Magic translucent, 24mm width, usable length of 50 meters min.	piece	20		
8	Baronial Envelope #7 10/pack, white	pack	100		
9	Binder Clip 1 inch 12/box	box	50		
10	Binder Clip 2 inches 12/box	box	50		
11	Clearbook 20 transparent pockets, A4 size	piece	15		
12	Clearbook 20 transparent pockets, legal-size	piece	15		
13	Index Card 5/8	pack	50		
14	Face Mask Disposable, 3 ply 50pcs/box	box	500		
15	Latex Examination Gloves powder-free, ambidextrous, non-sterile, 100's per box	box	20		
16	USB 32Gb capacity	piece	10		
17	Floor wax liquid type natural, white color, 1 gallon	bottle	10		
18	External Hard Drive 1TB	piece	2		

19	Battery AA 2 pcs/pack	pack	20		
20	Battery AAA 2 pcs/pack	pack	20		
21	Calculator electronic, 12 digits, solar desktop calculator	piece	4		
22	Car freshener scented	can	20		
23	External Hard Drive 1TB	piece	10		
Total Quoted Amount					

Amount in Words: _____

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address