



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC – Goods and Services  
2<sup>nd</sup> floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION  
SHOPPING 52.1(b)**

DATE : August 15, 2022

PROJECT NO. : SSDD-22-OSD-635

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF BALLPEN AND OTHERS  
Approved Budget of the Contract : P 458,761.31  
End-User / Implementing Office : SOCIAL SERVICES DEVELOPMENT 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 **August 18, 2022 9:00 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 issued by QC BAC- Goods and Services.**

**(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	BALLPEN – fine,0.7mm, color: blue	Piece	868		
2	BALLPEN – fine,0.7mm, color: red	Piece	182		
3	BALLPEN – fine,0.7mm, color: green	Piece	40		
4	BALLPEN – fine,0.7mm, color: black	Piece	770		
5	CALCULATOR: 12 digits, regular percent, solar battery, key rollover, extra-large display, plastic keys, mark up, size of case / total weight: (D x W x H) 158mm x 151mm x 32mm, good quality	Piece	10		
6	CRAYONS – 8 pieces classic colors per box, good quality	Box	14		
7	CORRECTION PEN – 9ml, pen, quick dry, multi-purpose, metal tip	Piece	262		
8	ENVELOPE – mailing with logo	Box	10		
9	FASTENER – for paper, plastic, non-sharp edges, 50 sets per box	Box	72		
10	INDEX CARD – 5 inches x 8 inches, 500 pieces per pack	Pack	10		
11	LETTERHEAD – legal size, (8-1/2 inches x 14 inches), full color with QC logo, Sub. 20 paper	Ream	267		
12	LETTERHEAD – A4 size, (8.27 inches x 11.69 inches), full color with QC logo, Sub. 20 paper	Ream	169		
13	NOTEBOOKS – non spiral, composition, 90 leaves, good quality	Piece	13		
14	SHARPENER – with rotating lever, has a rotating blade for easy sharpening, with receptacle for pencil shavings, with metal	Piece	11		
15	PAD PAPER RULED – grade 4, 5, 6 80-90 leaves, good quality	Pad	13		
16	PAD PAPER RULED – grade 1, 2, 3 80-90 leaves, good quality	Pad	14		

17	PAPER INTERMEDIATE PAD – 80 leaves, 200mm x 248mm, 3 pads per pack	Pack	10		
18	PEN HIGHLIGHTER – 4 pieces per box	Box	25		
<b>TOTAL</b>					

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

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

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

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

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

\_\_\_\_\_  
Date

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