



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 – SECTION 52.1B

DATE : September 06, 2022

PROJECT NO. : OCM(QMC)-22-OSD-436

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES (PHOTO PAPER AND OTHERS)**  
Approved Budget of the Contract : **Php 220,686.85**  
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)**

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 **September 09, 2022, 10:00 AM** 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.

  
**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	<b>Metal triple desk tray</b> black (durametal), 3 layers, 27cm x 30cm, 1800g	unit	15		
2	<b>Bond Paper</b> - A3 216mm x 330mm, 70gsm, white, 500 sheets	ream	99		
3	<b>Official Record Book</b> – 500 pages, 8.5 inches x 11 inches	piece	100		
4	<b>Continuous Form</b> – 2ply carbonized, 11 inches x 9.5 inches, 48gsm, 1 box / 900 sheet	box	12		
5	<b>Folder</b> – long, white 8.5 inches x 13 inches, 14pts., 100 pieces / pack	piece	500		
6	<b>Folder</b> – short, white 8.5 inches x 11 inches, 14pts., 100 pieces / pack	piece	500		
7	<b>Envelope</b> – Long, Brown, 10 inches x 15 inches	piece	500		
8	<b>Envelope</b> – Short, Brown, 9 inches x 12 inches	piece	500		
9	<b>Expanded Envelope</b> – Long, Brown, Kraft material, 10 inches x 14 inches, 10 pieces per set	set	12		
10	<b>Heavy Duty Paper Puncher</b> – 2-hole / 7mm, punches up to 25 sheets/70gsm; with adjustable paper guide, blue	unit	5		
11	<b>Ballpen</b> - 1.0mm black, 12 pieces/box	box	2		
12	<b>Signpen</b> – 0.5mm Gel Pen; 10 pieces per set, blue	set	10		
13	<b>Ballpen</b> – fine point, black, 50 pieces per box	box	10		
14	<b>Ballpen</b> – fine point, red, 50 pieces per box	box	2		
15	<b>Ballpen</b> – fine point, green, 50 pieces per box	box	1		



16	<b>Scotch Tape</b> – transparent by 1 inch, 50 meters per roll	roll	60		
17	<b>Packaging Tape</b> – 2 inches x 100 meters per roll	roll	30		
18	<b>Masking Tape</b> – 2 inches x 100 meters per roll	roll	30		
19	<b>Double-Sided Tape</b> – 1 inch x 3 meter, double sided tape	piece	30		
20	<b>White Board Marker</b> (red)– 2.0mm bullet tip, Low odor, dry and wet erase	piece	30		
21	<b>White Board Marker</b> (blue)– 2.0mm bullet tip, Low odor, dry and wet erase	piece	30		
22	<b>White Board Marker</b> (black)– 2.0mm bullet tip, Low odor, dry and wet erase	piece	30		
23	<b>Permanent Marker</b> – 1.5mm bullet tip; low odor, black	piece	32		
24	<b>Permanent Marker</b> – 1.5mm broad tip, low odor, black	piece	32		
25	<b>Post-It Notes</b> – 3 inches x 3 inches; 100 sheets per pad, assorted color	set	100		
26	<b>Correction Tape</b> – 8mm x 5mm	piece	100		
27	<b>Pencil</b> – no.2, with eraser, 12 pieces per box	box	12		
28	<b>Eraser</b> – rubber, size: 4cm x 1.7cm x 1cm, 20 pieces per box	box	3		
29	<b>Paper Clip</b> – big vinyl coated, 50mm, 100 pieces per box	box	100		
30	<b>Binder Clip</b> – 32mm, 24 pieces per box, black	box	2		
31	<b>Push Pin</b> – assorted color ,100 pieces per pack	pack	20		
32	<b>Double Sided Mounting Tape</b> – foam type, heavy duty, 1 inch x 30 meter, large, 10 rolls per pack	roll	10		
33	<b>Scissor</b> – stainless steel, 5.2inches with plastic finger grip	piece	20		
34	<b>Stapler With Staple Remover</b> – metal, #35	piece	20		
35	<b>Staple Wire</b> – metal, #35, 5000 staple wires per box	box	60		
36	<b>Calculator</b> – 12 digits, MX12B, battery and solar, type basic	piece	10		
37	<b>Laminator Machine</b> – A3 or A4, 220V (hot/cold/reverse) heavy duty	piece	1		
38	<b>Laminating Film</b> – 12 inches x 100 meters, 125 microns	roll	2		
39	<b>Stamp Pad</b> – black color, 5 inches x 7 inches	piece	12		
40	<b>Stamp Pad Ink</b> – ink refill 28ml; color black	piece	3		
41	<b>Cork Board</b> – 0.6 meter x 0.9 meter, brown, durable, high density cork board	piece	5		



42	<b>Paper Cutter</b> – A3 size, paper cutter for precise and easy cutting with paper adjuster included	piece	1		
43	<b>Photo Paper</b> – high gloss, A4, 21cm x 29.7cm (20 pcs per pack)	pack	100		
44	<b>Sticker Paper</b> – Matte A4 size, 10 sheets per pack	pack	20		
45	<b>Self-Healing Cutting Mat</b> - A2 size 3mm THK; Net weight: 1.35kg; material: composite PVC	piece	2		
46	<b>Stainless Steel Ruler</b> – 24 inches or 2 feet long stainless-steel ruler, 1.2mm THK, 30mm width	piece	2		
47	<b>Plastic Ruler</b> – plastic transparent ruler, 12 inches long / 1 feet long	piece	6		
48	<b>Heavy Duty Paper Cutter (18mm)</b> – 6 inches blade; 9 mm x 80 mm blade (3 pcs per pack)	pack	2		
49	<b>Cutter Blades Refill</b> – 9 mm x 80 mm cutter blade, 10 pieces per set	pack	3		
50	<b>Clipboard</b> – long size, folding clipboard with cover, faux leather finish, 24 cm x 34 cm	piece	5		
51	<b>Straw Rope Or Plastic Twine</b> – (plastic tali); Straw twine in 1kg per roll, 200 meters flat	roll	12		
TOTAL					

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

Delivery Period : **Thirty (30) Calendar Days**  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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