



## REQUEST FOR QUOTATION SHOPPING – SECTION 52.1B

DATE : SEPTEMBER 27, 2022

PROJECT NO. : QCCAC-22-OSD-1150B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES (MAGAZINE FILE BOX AND OTHERS)  
Approved Budget of the Contract : Php 52,541.96  
End-User / Implementing Office : QUEZON CITY COMPETENCY ASSESSMENT CENTER

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 30, 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.**

**(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	<b>PAPER</b> - parchment, multi-purpose, 210mm x 297mm, 80 gsm, fine translucent, suitable for laser/inkjet printing	box	5		
2	<b>FOLDER</b> - file folder, white, A4, 100 sheets per pack	pack	10		
3	<b>FOLDER</b> - file folder, white, legal, 100 sheets per pack	pack	15		
4	<b>CLEARBOOK</b> - A4, blue	piece	20		
5	<b>CLEARBOOK</b> - legal, blue	piece	20		
6	<b>ENVELOPE</b> - documentary, A4, kraft, 150 gsm	box	3		
7	<b>ENVELOPE</b> - documentary, legal, kraft, 150 gsm	box	5		
8	<b>ENVELOPE</b> - expanding with garter, legal, blue	piece	1,000		
9	<b>PENCIL</b> - lead/graphite with eraser	box	10		
10	<b>MARKER</b> - whiteboard, felt tip, bullet type, black	piece	20		
11	<b>ERASER</b> – felt, for whiteboard / blackboard	piece	20		
12	<b>FASTENER</b> - assorted color, able to hold 25 mm thick of multi-purpose paper, 70 gsm	box	25		
13	<b>PAPER CLIP</b> - vinyl/plastic coated, 50mm, assorted color	box	15		
14	<b>CLIP BACKFOLD</b> - 19mm	box	10		
15	<b>CLIP BACKFOLD</b> - 25mm	box	10		
16	<b>TAPE</b> - transparent, 24mm, usable length: 50m	roll	15		
17	<b>TAPE</b> - transparent, 48mm, usable length: 50m	roll	15		
18	<b>TAPE</b> - electrical, polyvinyl chloride (PVC), 18mm, usable length: 16m	roll	15		
19	<b>MAGAZINE FILE BOX</b> - large, 110mm x 265mm x 220mm (WxHxL)	piece	20		
<b>TOTAL</b>					

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

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

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

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

\_\_\_\_\_  
Date

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