



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SHOPPING (52.1B)

Date: SEPTEMBER 20, 2022
PR No.: QCSBCDPO-22-OSD-901

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF BALLPEN AND OTHERS**
Approved budget of the Contract : **Php 383,265.00**
End-User /
Implementing Office : **QC SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE**

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 23, 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** 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 in black ink only.
- 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 initiated 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 points, 1.2mm, retractable, black	Piece	60		
2	Ballpen, fine points, 1.2mm, retractable, blue	Piece	40		
3	Ballpen, fine points, 1.2mm, retractable, green	Piece	85		
4	Ballpen, fine points, 1.2mm, retractable, red	Piece	20		
5	Calculator, compact, 12 digits	Piece	4		
6	Clip, back fold, 19mm all metal, clamping, 12pieces per pack	Pack	40		
7	Clip, back fold, 25mm all metal, clamping, 12pieces per pack	Pack	40		
8	Clip, back fold, 32mm all metal, clamping, 12pieces per pack	Pack	40		
9	Clip, back fold, 50mm all metal, clamping, 12pieces per pack	Pack	40		
10	Copy Printer, master roll, paper for DD 3344, CPMT 17	Piece	4		
11	Fastener, plastic, assorted colors, 50 pieces per box	Box	40		
12	Marker Pen, permanent, bullet type, black	Piece	30		
13	Marker Pen, permanent, bullet type, blue	Piece	30		
14	Marker, whiteboard red, felt tip, bullet type	Piece	50		
15	Note Pad, stick-on .07x3 inches, 100 pieces per pad	Pad	75		
16	Note Pad, stick-on 1.5x1.5 inches, 100 pieces per pads	Pad	75		
17	Note Pad, stick-on 1.5x2 inches, 100 sheets per pads	Pad	50		
18	Note Pad, stick-on 3x4 inches, 100 sheets per pads	Pad	50		
19	Page marker, stick-on, 5 colors, ½ x 2 inches, 100 sheets	Set	20		
20	Paper Clip, vinyl, plastic coated, 32mm	Box	50		
21	Paper Clip, vinyl, plastic coated, jumbo	Box	50		
22	Paper, manila, 36x48 inches, 2 pieces per pack	Pack	50		
23	Paper, multicopy, 80gsm, legal, 500 sheets per ream	Ream	600		
24	Paper, multicopy, 80gsm, A4, 500 sheets per ream	Ream	100		
25	Sticker Paper, 10 pieces per pack	Pack	50		
26	Photo Paper, A4, 230gsm, high gloss, 20 pieces per pack	Pack	20		
27	Record Book, 300 pages, 214mm x 278mm	piece	15		
28	Sign Pen, black, .07mm needle tip, hi-tech point	Piece	50		
29	Sign Pen, blue, .07mm needle tip, hi-tech point	Piece	50		
30	Sign Pen, red, .05mm needle tip	Piece	20		

31	Scissors, multi-purpose 7 inches, pointed, black handle stainless steel	Piece	20		
32	Tacker Wire, 5-16, JT21, 1000 stapler per small box	Box	30		
33	Tape, double sided, foam 18mm x 10m (small roll)	Roll	40		
34	Tape, double sided, foam 48mm x 5m (small roll)	Roll	40		
35	Tape, double sided, tissue, 18mm x 5m (big roll)	Roll	40		
36	Tape, double sided, tissue, 12mm x 10m (big roll)	Roll	40		
37	Tape, masking, 12mm x 22m	Roll	40		
38	Tape, masking, 48mm x 22m	Roll	45		
	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

