



REQUEST FOR QUOTATION SHOPPING – SECTION 52.1B

DATE : NOVEMBER 28, 2022

PROJECT NO. : CTO-22-OSD-1693B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF PERMANENT MARKER AND OTHERS
Approved Budget of the Contract : P 963,139.09
End-User / Implementing Office : CITY TREASURER'S 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 **DECEMBER 2, 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 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.	Marker, permanent, bullet type, blue	Piece	100		
2.	Continuous form, 3 ply, 280mm x 241mm (11 inches x 9 ½ inches), carbonless	Box	140		
3.	Continuous form, 1 ply, 280mm x 241mm (11 inches x 9 ½ inches), 2,000 sheets/box, 80gsm	Box	420		
4.	Paper, multicopy – 80gsm, size: 216mm x 330mm, legal	Ream	263		
5.	Data folder, made with chipboard, taglia lack	Piece	100		
6.	Data file box, made with chipboard, with closed ends	Piece	100		
7.	Tape, transparent, width 24mm (±1mm)	Roll	50		
8.	Tape, masking, width 24mm (±1mm)	Roll	50		
9.	Tape dispenser, table top, for 24mm width tape	Piece	50		
10.	Eraser, rubber, for pencil draft/writing	Piece	50		
11.	Scissors, symmetrical, blade length: 65mm min	Pair	100		
12.	Fastener, metal, 70mm between prongs	Box	100		
13.	Staple wire, standard (26/6)	Box	100		
14.	Envelope, expanding, kraft, legal	Box	40		
15.	Ballpen, fine points, black	Piece	50		
16.	Ballpen, fine points, blue	Piece	100		
17.	Ruler, plastic, 12 inches	Piece	51		
18.	Notepad, stick-on, 50mm x 76mm (2 inches x 3 inches) min	Pad	200		
19.	Notepad, stick-on, 3x4, 100 sheets per pad	Pad	200		
20.	Staple remover, plier type, heavy duty, stainless steel	Piece	130		

21.	Stapler, standard type load cap, 200 staples min in individual box	Piece	14		
22.	Calculator, compact, 12 digits, LCD display, two-way power source (solar and cell)	Piece	39		
23.	Paper clip, 32mm, 100 pieces/box or 52 grams (min)	Box	100		
24.	Paper clip, 48mm, 100 pieces/box or 120 grams (min)	Box	100		
25.	Marker, permanent broad chisel tip, any color	Piece	100		
26.	Laminating film, laminating pouches: 222mm x 362mm (legal); 250 mic; 100 pieces each	Pack	100		
27.	Document tray, 3 layer, flexible stacker, aluminum	Piece	10		
28.	Fingertip moistener	Piece	100		
29.	Clip, backfold, 50mm, all metal, 12 pieces/box	Box	80		
30.	Clip, backfold, 32mm, all metal, 12 pieces/box	Box	80		
				TOTAL	

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address