



**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.9 – SMALL VALUE PROCUREMENT**

DATE : NOVEMBER 08, 2022

PROJECT NO. : QCADAC-22-OSD-1237B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)  
Approved Budget of the Contract : P 75,861.50  
End-User / Implementing Office : QUEZON CITY ANTI-DRUG ABUSE ADVISORY COUNCIL

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 **November 11, 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	Ink for BROTHER-DCP-T420W, Assorted Colors; BT5000 (M.C.Y), BTD60 (BK)	SET	50		
2	BALLPEN, FINE POINTS, BLACK	PC	500		
3	ENVELOPE, DOCUMENTARY, BROWN, LEGAL SIZE, 100/BOX	BOX	10		
4	FASTENER, METAL, 70MM 50/box	BOX	75		
5	NOTE PAD, STICK ON 3 x 3 inches, 100 SHEETS	PC	80		
6	CRAYONS, 24 COLORS per box	BOX	50		
7	TAPE, MASKING, WHITE, 3/4 INCHES, 20 METERS	ROLL	50		
8	PAPER CLIP, 50MM, 100 PCS/BOX VINYL COATED	BOX	100		
9	PENCIL, LEAD WITH ERASER 12PCS/BOX	BOX	200		
10	TAPE, TRANSPARENT, 24MM, 20 METERS	ROLL	55		
11	RECORD BOOK, 500 PAGES, 214mmX278mm	PC	50		
12	SCISSORS, SYMMETRICAL, 8.5 Inches, standard, plastic handle	PC	50		
13	TAPE, TRANSPARENT, 48MM, 20 meters	ROLL	53		
14	ENVELOPE, EXPANDING, KRAFT BOARD, LEGAL SIZE, 100PCS/BOX	BOX	10		
<b>TOTAL</b>					

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

**Other Requirements: (For item No. 1)**

1. Certification from the distributor for the authenticity/ genuity of the consumables being offered.
2. Authority to sell from manufacturer/ authorized or exclusive distributor of the consumables being offered.

Delivery Period : Thirty (30) Calendar Days

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

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

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

\_\_\_\_\_  
Date

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