



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : MARCH 21, 2023

PROJECT NO. : QCCSD-23-OESC-0295

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)
Approved Budget of the Contract : P 97,952.50
End-User / Implementing Office : QUEZON CITY CITIZEN SERVICES DEPARTMENT

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 **MARCH 24, 2023, 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 (2023);
- 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.	Clip back fold, 15mm (3/4) by 12 pieces/box	box	28		
2.	Clear glue, contains 50cc, sponge is made of a special polyethylene with excellent stability, tip is rounded for easy glue application.	tube	10		
3.	File divider, colored, LONG assorted by 5's	piece	35		
4.	File divider, colored, A4 assorted by 5's	piece	30		
5.	Marker permanent (refillable, water proof-permanent), BLACK 12's per box SC FINE	box	2		
6.	Marker refill ink, BLACK, 20cc	piece	6		
7.	Metal scissors, 6 inches ground stainless steel blades	piece	8		
8.	AAA Battery, 4's	pack	10		
9.	AA Battery, 4's	pack	10		
10.	CD rewritable, 700 MB/80 MINS capacity	piece	11		
11.	Double sided tape mount, permanent double adhesive 12.77 x 9M 110	piece	4		
12.	Pen ballpen sign pen (BLACK), Hi-Techpoint V5 Liquid Ink Rollerball	piece	50		
13.	Pen Ballpen Sign Pen (BLUE), Hi-Tecpoint V5 Liquid Ink Rollerball	piece	30		
14.	Ballpen, (Ballpoint) Black	piece	149		
15.	FUJI Xerox Toner, (DocuCentre S2011/S2320)	piece	10		

16.	INK CART Black, C13T00V100, (003) For EPSON L3150	piece	12		
17.	INK CART Cyan, C13T00V100, (003) For EPSON L3150	piece	10		
18.	INK CART Magenta, C13T00V100, (003) For EPSON L3150	piece	10		
19.	INK CART Yellow, C13T00V100, (003) For EPSON L3150	piece	9		
TOTAL:					

Amount in Words: _____

OTHER REQUIREMENTS:

FOR ITEM NOS. 15-19

1. Certification of authenticity/genuity of the consumables being offered.

2. Authority to sell from the manufacturer/exclusive or authorized 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