



REQUEST FOR QUOTATION SHOPPING – SECTION 52.1B

DATE : **MARCH 07, 2023**
PROJECT NO. : **QCTD-23-OSD-0302**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES (LINEN FINO AND OTHERS)**
Approved Budget of the Contract : **P 214,645.00**
End-User / Implementing Office : **QUEZON CITY TOURISM 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 10, 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, 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.	Document tray ; metal mesh 3 tier Document Letter Tray Desk Organizer File Organizer Office 11.75 inches Width x 13.65 inches Length x 10.5 inches Height	Piece	15		
2.	Colored Push Pin 3cm, 50pcs/box	Box	180		
3.	Fixative Spray ; matte fixative for charcoal, pastel, pencil drawings, and sketches, protects artworks, drawings, layouts sign, photograph, coloreless 333g, or 11.75oz	Piece	5		
4.	Photo Paper ; High premium Glossy, A4, 25s/pack	Pack	100		
5.	Sticker Paper , A4, white 100/pack, glossy	Pack	100		
6.	Special Paper , 8.5 inches x 11 inches, 90 gsm, 10s/pack	Pack	120		
7.	Baronial Envelope #7 10/pack White	Pack	97		
8.	Linen Fino 8.5 inches x 11 inches 120 gsm, White in color 10s/pack	Pack	1500		
9.	Binder Clip 1-inch 12/box	Box	50		
10.	Binder Clip 2 inches 12/box	Box	30		
11.	Clear book , 20 transparent pockets, A4 size	Piece	15		
12.	Clear book , 20 transparent pockets, legal size	Piece	15		
13.	Index Card 5/8	Pack	50		
14.	Clipboard : Ideal for field work or front office use, Metal clip holds one writing pad or 80 sheets, Durable construction, Size: 344.3 x 238 x 24mm, color: any color	Piece	15		
15.	Ring Binder Folder : 8.5 x 13 inches, any color	Piece	40		
16.	Staple remover made of steel	Piece	50		
TOTAL QUOTED AMOUNT					

Amount in Words:

Delivery Period : **Thirty (30) calendar days**
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address