



REQUEST FOR QUOTATION SHOPPING – SECTION 52.1B

DATE : APRIL 25, 2023

PROJECT NO. : OCM(QMC)-23-OSD-0388

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)
Approved Budget of the Contract : P 71,318.65
End-User / Implementing Office : OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)

BREAKDOWN OF ABC	
Item nos. 1 - 24	P 51,873.65
Item nos. 25 - 27	P 19,445.00
TOTAL	P 71,318.65

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 **APRIL 28, 2023, 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 (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	Premium Colored Paper Legal 8 ½ inches x 13 inches, Lemon 500 sheets (80gsm)	Ream	6		
2	Official Record Book 500 pages, 8.5 x 11 (inches)	Piece	10		
3	Envelope Brown, 9x12 (inches) 100pcs/pack	Piece	500		
4	Heavy Duty Paper Puncher Paper Puncher 2-Hole; punches up to 25 sheets/ 70 GSM; with adjustable paper guide	Unit	3		
5	Ballpen #1.0mm black, 12pcs/box	Boxes	2		
6	Ballpen fine point, black 50pcs/box	Boxes	5		
7	Ballpen fine point, red 50pcs/box	Boxes	2		
8	Packaging tape transparent by 1inch	Roll	27		
9	Masking tape 2inches x 100 m per roll	Roll	30		
10	White Board Marker 2.0mm bullet tip; Low odor; For dry and wet erase; red	Piece	15		
11	White Board Marker 2.0mm bullet tip; Low odor; For dry and wet erase; blue	Piece	15		
12	Permanent marker bullet tip 1.5mm bullet tip; Low odor; black	Piece	10		
13	Permanent marker broad tip 1.5mm broad tip; Low odor; black	Piece	10		
14	Pencil no.2, 12pcs/box with eraser	Box	5		
15	Binder Clip 32mm, 24pcs/box	Box	2		

16	Scissor stainless steel, 8inches, with plastic finger tip	Piece	7		
17	Stapler with staple remover metal, size #35	Box	5		
18	Calculator 12 digits MS-20F, solar and battery	Piece	5		
19	Stainless steel ruler 24 in/2ft long 24 inches/ 2ft. long stainless-steel ruler; 1.2mm thick; 30mm width	Piece	2		
20	Laminating Film 12 inches x 100m,125 microns	Roll	2		
21	Cork Board 0.6m x 0.9m brown, durable, high density cork board	Piece	5		
22	Photo Paper high gloss A4, 21cm x 29.7cm	Pack	75		
23	Self-healing cutting mat A2 A2 size, 3mm THK, Net weight: 1.35kg., Material: Composite PVC	Piece	2		
24	Clipboard long size with cover Folding clipboard with cover, faux leather finish	Piece	5		
25	External Hard drive 2TB, USB3.0, Slim, with free rescue data, customizable backup, with password encryption, downloadable toolkit backup software	Piece	2		
26	Wireless Mouse 2.4Hz with USB nano receiver, optical tracking, 10m range wireless, ambidextrous shape, with battery	Piece	5		
27	Flashdrive 32GB, USB 3.0 flash drive, USB-A connector, 130MB/s sequential read performance	Piece	17		
	TOTAL				

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address