



## REQUEST FOR QUOTATION SHOPPING – SECTION 52.1B

DATE : MAY 23, 2023

PROJ. NO. : HRMD-23-OSD-0760B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF PHOTO PAPER AND OTHERS**  
Approved Budget of the Contract : **Php 361,304.40**  
End-User / Implementing Office : **HUMAN RESOURCE MANAGEMENT DEPARTMENT**

BREAKDOWN OF THE APPROVED BUDGET FOR THE CONTRACT	
Item Nos. 1 – 14	P 117,439.40
Item Nos. 15 – 26	P 209,012.00
Item Nos. 27 - 29	P 34,853.00
TOTAL	P 361,304.40

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

**MAY 26, 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 2022) (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**

- Bidders shall **provide correct and accurate** information required in this form.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- 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.
- 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.
- The City General Services Department (CGSD) shall have the right to inspect the goods.
- Non-submission of eligibility documents shall mean disqualification of Quotation.
- 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.
- 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	<b>PAPER</b> – multicopy, 80 GSM, A4 size	Ream	200		
2	<b>CORKBOARD</b> - 36 inches L x 24 inches H, Wall Mounted with Aluminum Frame	Unit	2		
3	<b>CORKBOARD</b> - 36 inches L x 48 inches H, Wall Mounted with Aluminum Frame	Unit	5		
4	<b>CUTTER</b> - handheld, big, auto lock, Size: 8cm L x 2.2cm W x 21cm H	Piece	20		
5	<b>DATA FILE BOX</b> - made of chipboard, with closed ends, Legal (12 x 24x 40 cm)	Piece	50		
6	<b>FOLDER</b> - Pressboard, size: 240mm x 370mm (-5mm)	Box	10		
7	<b>GLUE STICK</b> - 6Grm, washable	Piece	20		
8	<b>INDEX TAB</b> - Cel U Dex, 5 feet, clear	Piece	50		
9	<b>LEVER ARCH FILE FOLDER</b> - long 7cm, CP50 2.5 inches side, black	Piece	20		
10	<b>MARKER</b> - permanent, bullet type, black	Piece	50		
11	<b>PENCIL</b> - with Eraser 3 pieces/pack	Pack	50		
12	<b>PHOTO PAPER</b> - A4 Size, 210gsm, 10sheets/pack, glossy, quick-dry, water-proof	Pack	50		
13	<b>TAPE DISPENSER</b> - Heavy Duty	piece	10		
14	<b>PAPER TRAY</b> - 3 Layers, Material: Metal, Color: Black	Piece	30		
15	<b>CHARGER WITH BATTERY</b> - Recharge Pro, maximize battery performance, bad battery detection, audio and light	Piece	5		

	charging indicators, automatic switch on and off, charges 2-4 AA or AAA batteries at a time, includes 2 recharge AA batteries				
16	<b>FLUORESCENT LED LIGHTS</b> - 9 watts	Tube	50		
17	<b>EXTENSION CORD</b> - 6 Gang with Switch and 5 Meter Wire	Piece	20		
18	<b>STORAGE BOX</b> - Made of plastic resin, Durable, clear base for easy identification of contents, Ideal for large items, Capacity: 80L, Measurements: L 73 x W 38 x H 39 cm	Piece	15		
19	<b>ALCOHOL</b> - 70-80%, ethyl, 500ml with pump antiseptic disinfectant with moisturizer	Bottle	170		
20	<b>ELECTRICAL TAPE</b> - vinyl, black, 19mm x 16m	Piece	5		
21	<b>FACIAL TISSUE</b> - Unscented 2Ply 190pulls/box	Box	200		
22	<b>WET WIPES</b> 80 Sheets per pack, Size: 15 cm x 20 cm	Pack	200		
23	<b>EXTERNAL HARD DISK</b> - 2TB, Textured Metal Finish, 3.0 Interface USB Powered Connection, Length: 4.52 inches/114.8mm Compatible with USB 3.0 and USB 2.0, Compatible with Windows and Mac without need to reformat	Piece	5		
24	<b>FLASH DRIVE</b> - 64GB, USB 3.0, Black	Piece	46		
25	<b>KEYBOARD</b> - Interface: USB, Design Style: Standard, Keyboard Color: Black, Type: Wired, Features: Comfortable, quiet typing, Thin profile Sturdy, adjustable tilt legs, Easy-to-read keys, Curved space bar, Spill-resistant design, Durable keys, Plug-and-play USB connection	Piece	20		
26	<b>MOUSE</b> - Optical USB, Black, Height: 4.45 inches (113 mm), Width: 2.44 inches (62 mm), Depth: 1.50 inches (38 mm), Weight: 3.17 oz (90 g), Cord Cable length: 70.87 inches (180 cm), Sensor technology: Optical Tracking DPI (Min/Max): 1000±	Piece	20		
27	<b>FIRST AID KIT</b> - Hydrogen Peroxide 10%, Povidone Iodine, Isopropyl Alcohol, Cotton, Bantam Plastic strips, Gauze Pads, Gauze Bandage, Paper Tape, Face Mask, Flashlight with whistle, Aquatabs	Unit	5		
28	<b>BLOOD PRESSURE MONITOR</b> - automatic, Intelli Wrap, Intelli sense, Irregular Heartbeat Detection, Body Movement Detection, Hypertension Indicator, 60 Memory, Cuff Wrapping, Guide, Average of Last 3 Readings	Unit	2		

29	<b>FACE MASK</b> - Surgical 3 ply (50's), Certified by 3rd party laboratory test results. Blue Color, Premium 3 Ply Mask (PPSB, Meltblown, PPSB) Bacteria Filtration Efficiency - up to 99%, Virus Filtration Efficiency - up to 99%, Latex Particle Filtration Efficiency - up to 99%, Sub-Micron Particulate (NaCl) filtration. Disposable Non-Woven, Fiberglass Free, Hypoallergenic excellent Breathability, Adaptable nose bar high filtration, Lightweight	Box	200		
Total Quoted Amount					

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

\_\_\_\_\_

<b>Other Requirements:</b>
<i>For Item No. 29</i>
1. <b>Copy of valid, current License to Operate for Medical Supplies/Devices from DOH Accreditation as Supplier, Distributor or Manufacturer.</b>

Delivery Period : Thirty (30) Calendar Days

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

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

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

\_\_\_\_\_  
Date

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

✓