



## REQUEST FOR QUOTATION SHOPPING – SECTION 52.1B

DATE : MAY 09, 2023

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

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 **MAY 12, 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 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**

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

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

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

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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