



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION
SHOPPING – SECTION 52.1B**

DATE : SEPTEMBER 26, 2023

PROJECT NO. : ITDD-23-OSD-1218

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF ARCH FILE FOLDER AND OTHERS
Approved Budget of the Contract : P 242,656.79
End-User / Implementing Office : INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item nos. 1-49	133,013.25
Item nos. 50-68	109,643.54
TOTAL	242,656.79

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 **SEPTEMBER 29, 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	ARCH FILE FOLDER – blue, A4 size, thickness: 3 inches, horizontal type, 2-hole, with metal rail, with label insert on side	Piece	3		
2	ARCH FILE FOLDER – legal/long size, color blue, thickness: 3 inches, horizontal type, long size, 2-hole, with metal rail, with label insert on side	Piece	12		
3	CD RECORDABLE DISC (CD-R) – 700 MB, 80 mins, 52x, 50 pcs per pack	Pack	6		
4	DATA FILE BOX – made of chipboard, with closed ends	Piece	20		
5	DOUBLE SIDED MOUNTING TAPE – Heavy sticky tape, for wall mount, up to 9kg capacity	Piece	10		
6	DVD-R - 4.7 GB Inkjet Printable Blank CD (White) 50 pcs/pack; 16x Write Speed	Pack	6		
7	ELECTRICAL TAPE- size: 0.16mm x 19mm x 16m	Roll	20		
8	EXPANDING ENVELOPE - with garter, kraft/brown, legal size, for documents, 100pcs per box	Box	2		
9	EXTENSION CORD – 220VAC, 40A, heavy duty, with ON/OFF Switch ,4-gang, 3-prong flat plug that fits into standard wall outlet, 1.83 meter	Piece	3		
10	FILE FOLDER - size: legal, thickness 14pts. color white, 100pcs per pack	Pack	13		
11	FILE FOLDER - size: short, thickness 14pts. color white, 100pcs per pack	Pack	2		
12	FILE INDEX DIVIDER – 5 Tabs, Assorted color, A4 size	Set	20		
13	FILE INDEX DIVIDER - 5 Tabs, Assorted color, legal size	Set	20		
14	GEL PEN - permanent gel ink, black, grip or retractable	Piece	40		
15	GEL PEN - permanent gel ink, blue, grip or retractable	Piece	40		
16	GEL PEN - permanent gel ink, red, grip or retractable	Piece	30		
17	INDEX STICKY NOTES – transparent, writable, classification label sticker, 120 sheets per set	Set	10		
18	MAGAZINE FILE BOX – single, large	Piece	5		
19	MARKER PEN - Permanent, bullet type, Black, 12 pcs per pack	Pack	5		

20	MARKER PEN – Permanent, bullet type, Blue, 12 pcs per pack	Pack	5		
21	MARKER PEN - Permanent, Fine point, Black, no bleed, smear resistant, 12 pieces per box	Box	2		
22	MICROFIBER TOWEL CLOTH – 3 pieces, 40cm x 40cm size	Set	30		
23	NOTEPAD – stick-on, 3 inches x 5 inches, canary yellow/blue/green, 100 sheets per pack	Pack	35		
24	NOTEPAD - stick-on page marker, 5-color, ½ inch x 2 inches, 100 sheets per pack	Pack	30		
25	BOND PAPER – Letter, multicopy letter, 80gsm	Ream	45		
26	PUNCHER - paper puncher, heavy duty, 2-hole punch, with lock down handle, two-hole durable steel	Piece	5		
27	PUSH PIN - flat head type, assorted colors, 100 pieces per case	Case	5		
28	STAPLE WIRE FOR STAPLE BINDER - Strong wire with sharp edges, good quality, heavy duty staples, staples up to 50-70 sheets, size: 23/10, leg length: 10mm 3/8 inches 10 x 1000 pcs per box, used for heavy duty stapler	Box	5		
29	STAPLER STANDARD TYPE - load capacity: 200 staples minimum, 1 piece in individual box	Piece	5		
30	STENO NOTEBOOK - 60 sheets, 6 x 9 inches	Piece	25		
31	TAPE DISPENSER - Heavy duty table top tape dispenser, suitable for tape with 24mm, plastic body, any color	Piece	5		
32	DUCT TAPE - cloth, silver/gray, multipurpose duct tape, for general repairs, industrial and HVAC applications, hanging poly sheeting, wrapping pipe insulation, 50mm x 20meters	Roll	15		
33	TRANSPARENT TAPE - 1 inch (24mm)	Roll	20		
34	FLOOR MARKING TAPE - Tough flexible plasticized tape, coated with an aggressive rubber adhesive, black/yellow, 2 inches x 33 meters	Roll	14		
35	WHITEBOARD MARKER - with eraser box, 2pcs - black and blue	Pack	15		
36	BATTERY - Alkaline AA, heavy duty, 4pcs per pack	Pack	35		
37	BATTERY - Alkaline AAA, heavy duty, 2pcs per pack	Pack	50		
38	BATTERY - Alkaline 9V, heavy duty	Piece	15		
39	9V 600mAh RECHARGEABLE BATTERY – lithium ion	Piece	4		
40	DINNER SET - Stone ware, mono white, 16pc dinner set plates, salad plates, soup plates, mugs	Set	3		
41	GLASSWARE - set of 6 pieces, square base, high ball, drinking glass	Set	3		
42	CUTLERY SET - Stainless steel, 24 pieces with box, dinner knife (9 inches), dinner spoon (8 inches), teaspoon (5.5 inches), dinner fork (8.1 inches)	Set	3		
43	CUP AND SAUCER SET -12 pcs. porcelain tea cup and saucer set: tea cups, saucer plate, white/plain	Set	3		
44	AIR PURIFIER FILTER - Color blue & black product size: three-layer filter, HEPA filter, cold catalyst filter, coconut shell activated carbon filter, air filter, ABC filter, double composite filter, Composite filter: main effect filter cotton layer + HEPA layer + activated carbon layer + deodorization layer, effective filter, product weight: 1kg, Product size: 425 x 285 x 30mm	Piece	12		
45	FOGGING ORGANIC SOLUTION -5th generation quaternary blend kills 99.99% of viruses, bacteria, fungi, molds & mildew, Broad spectrum, active ingredient is US EPA approved against Viruses, Neutral Ph, Non-Corrosive, Non-acid, Non-chlorine Non-bleach, Scented	Gallon	5		

46	AIR PURIFIER FILTER/ CARBON FILTER - TruSens DuPont Carbon Layer Replacement, 3's for Z-3000 Larger Air Purifier, high quality	Piece	8		
47	AIR FRESHENER - 280ml, aerosol, can	Can	6		
48	ALCOHOL - ethyl, 68-70%, scented, 500ml	Bottle	88		
49	FLASH DRIVE - USB 16gb capacity	Piece	50		
50	DETERGENT LIQUID - stain remover 1 liter	Piece	12		
51	TRASH BAG - plastic, gusseted type, transparent, 10 pieces/roll, 26x32 inches	Roll	80		
52	RAGS - All around cotton, 1 kilo/bundle	Bundle	50		
53	TOILET TISSUE PAPER - 2-ply sheet, 150 pulls, 12 rolls/pack	Pack	5		
54	WASTE BASKET - non rigid plastic	Piece	20		
55	BALLPEN - finpoint, black	Piece	50		
56	BALLPEN - finpoint, blue	Piece	50		
57	CLIP BACKFOLD - 32mm, 12 pieces per box	Box	20		
58	CORRECTION TAPE - film base individual plastic, 5mmx8m	Piece	12		
59	NOTE PAD - stick-on, 3 inches x 3 inches	Pad	30		
60	PAPER BOND - multi-copy legal, 80gsm	Ream	80		
61	PAPER CLIP - vinyl/plastic coated, 33mm	Box	12		
62	RECORD BOOK - 300 pages, size 214mm x 278mm min.	Book	15		
63	SIGN PEN - LIQUID GEL, BLACK	Piece	20		
64	STAPLE WIRE - Standard	Box	20		
65	TAPE MASKING - 24mm, 1 inch , 25m	Roll	10		
66	TAPE MASKING - 48mm, 2 inches , 50m	Roll	10		
67	TAPE TRANSPARENT- 48mm, 2 inches , 50m	Roll	10		
68	TOILET TISSUE PAPER - 2-ply, 100% recycled, 12/PACK	Pack	50		
				TOTAL	

Amount in Words: _____

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

72