



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 52.1b

DATE : SEPTEMBER 26, 2023

PROJECT NO. : PESO-23-OSD-1212

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES (NOTEPAD AND OTHERS)

Approved Budget of
the Contract : P 238,567.98

End-User /
Implementing Office : PUBLIC EMPLOYMENT SERVICE OFFICE

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 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, 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	Notepad, Stick-on, 76mm x 100mm (3 inches x 4 inches)	pad	75		
2	Notepad, Stick-on, 76mm x 76mm (3 inches x 3 inches)	pad	75		
3	Paper, multi-copy, 80gsm, size: 210mm x 297mm	ream	100		
4	Paper, multi-copy, 80gsm, size: 216mm x 330mm	ream	841		
5	Paper, parchment, 100 sheets per box	box	124		
6	Photo paper, glossy, A4	pack	15		
7	Battery, dry cell, AA, 2 pieces per blister pack	pack	17		
8	Battery, dry cell, AAA, 2 pieces per blister pack	pack	12		
9	Tape, transparent, width; 24mm (+/- 1mm)	piece	50		
10	Tape, transparent, width: 48mm	piece	40		
11	Clip, back fold, all metal, clamping 32mm (-1mm) (12 pieces/box)	box	50		
12	Correction tape, film base type, UL 6m min.	piece	20		
13	Data file box, made of chipboard, with closed ends	piece	30		
14	Data folder, made of chipboard, taglia lock	piece	30		
15	Dating and stamping machine	piece	5		
16	Envelope, expanding, plastic, legal, green	piece	50		
17	Marker, permanent, black	piece	200		
18	Marker, whiteboard, black	piece	100		
19	Marker, whiteboard, blue	piece	80		
20	Tape, packaging, 48mm	piece	75		
21	Tape, masking, 24mm	piece	60		
22	Pencil, lead/graphite, with eraser, one (1) dozen per box	box	50		
23	Sign pen, black, liquid/gel ink, 0.5mm needle tip	piece	125		
24	Sign pen, red, liquid/gel ink, 0.5mm needle tip	piece	20		
25	Ballpen, Red, Faber-castle 1423, superfine point, 0.5 (25 pieces/box)	box	3		
26	Ballpen, Black, Faber-castle 1423, superfine point, 0.5 (25 pieces/box)	box	35		
27	White file folder, legal size	piece	800		
	Terms of Payment: Upon every completed delivery of items for each project/activity.				
TOTAL					

Amount in Words: _____

Delivery Period : **Thirty (30) calendar days** ✓

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address