



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



REQUEST FOR QUOTATION  
SHOPPING - SECTION 52.1b

DATE : **OCTOBER 03, 2023**

**QCSBCDPO-23-OSD-**

PROJ. NO. : **0202C**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF STAPLE WIRE AND OTHERS**  
Approved Budget of the Contract : **Php172,717.90**  
End-User / Implementing Office : **QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE**

BREAKDOWN OF ABC	
Item nos. 1-17	P 140,780.00
Item nos. 18-23	P 31,937.90
TOTAL	P 172,717.90

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

**OCTOBER 06, 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**

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>BALLPEN</b> , fine point, 1.2mm, Retractable, Green	Piece	500		
2	<b>CALCULATOR</b> , compact, 12 digits, dual power source, memory	Piece	15		
3	<b>CLIP</b> , backfold, 19mm, all metal, clamping, black, 19x24cm, heavy duty	Pack	300		
4	<b>FASTENER</b> , plastic, assorted colors, 50pcs/box	Box	50		
5	<b>MARKER PEN</b> , Permanent, super color, broad, black	Piece	50		
6	<b>MARKER PEN</b> , Permanent, super color, broad, blue	Piece	50		
7	<b>MARKER</b> , whiteboard Red, felt tip, bullet type	Piece	20		
8	<b>TAPE</b> , Transparent, 24mm, width, 1inch, split and tear resistance	Piece	500		
9	<b>TAPE</b> , Packaging, 48mm, width, 2inches, weather resistance	Piece	200		
10	<b>PAPER CLIP</b> , vinyl, plastic coated, 50mm	Box	50		
11	<b>PAPER CLIP</b> , vinyl, plastic coated, jumbo	Box	50		
12	<b>PAPER STICKER</b> , 10pcs /pack, 297 x21 x 0.02cm	Pack	50		
13	<b>PHOTO PAPER</b> , A4, 230gsm, High Gloss, 20pcs/pk, for 5760dpi	Pack	50		
14	<b>SIGN PEN</b> , Black, .07mm needle tip	Piece	100		
15	<b>SIGN PEN</b> , Blue, .07mm needle tip	Piece	80		
16	<b>STAPLER</b> , 24-30 sheets stapling capacity, skid free	Piece	30		
17	<b>STAPLE WIRE</b> , standard no. 35 26/6	Piece	1,000		

18	<b>DETERGENT POWDER</b> , all purpose, 1 kilo per pack, with floral fresh scent, chalk free	Pack	8		
19	<b>DUST PAN</b> , non-rigid plastic with detachable handle, 220 x 220 x 562mm	Piece	4		
20	<b>GUN TACKER</b> , 6-10mm, stainless, heavy duty	Piece	5		
21	<b>INSECTICIDE</b> , multi insect killer, odorless, 600 ml/can	Can	150		
22	<b>TWINE PLASTIC</b> , per roll, strong, flexible cord, small	Roll	20		
23	<b>RAGS</b> , all around cotton, 1 kg/bundle, colored, 30-35 pieces/bundle	Bundle	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