



**REQUEST FOR QUOTATION**  
**SHOPPING**  
**(SECTION 52.1b)**

Date : **February 20, 2024**  
Project No. : **QCPC-24-OSD-0224**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND OTHERS**

Approved budget of the Contract : **Php 406,972.35**

End-User / Implementing Office : **QUEZON CITY PROTECTION CENTER**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
ITEM NOS. 1 - 4	P 150,903.00
ITEM NOS. 5 - 26	P 256,069.35

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 **FEBRUARY 23, 2024, 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 (2024);
- 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.**

**NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.**

**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 initiated 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	External Hard Drive Back Up 2TB HDD 2.5 inches Slim Portable, USB type, Color Black	Unit	15		
2	Mouse pad 8.5 inches x 7.1 inches size soft microfiber surface	Piece	20		
3	Plastic pedal trash bin, push button top lid, 6.5 L 24 x 18 x 29cm, black	Piece	24		
4	Certificate frame 8.5 inches x 11 inches Blue color, weight 0.4kg	Piece	280		
5	Acrylic Holder Name 1.53Weight: 28L x 12W x 9.5H	Piece	10		
6	24 Pockets Expanding Folder A4 Space Filing Folder Box	Set	10		
7	Expanding File Long 12 Pockets push lock with tab	Piece	10		
8	Trodat dater customized self inking stamp "RECEIVED"; with QCPC	Piece	3		
9	Trodat dater customized self inking stamp "CERTIFIED - TRUE COPY"; with QCPC name	Piece	3		
10	Trodat stamp self inking customized rubber stamp with personalized name	Piece	17		
11	Sharp Toner Cartridge Black (BP- FT201) for Sharp BP-20M31	Piece	3		
12	EPSON L6170 Spill free refill ink (BK 001, Y001, M 001, C 001) per set	Piece	15		
13	EPSON L6170 Spill free refill ink (BK 003, Y 003, M 003, C 003) per set	Piece	9		
14	Highlighter Pen stabilo boss .02kg, 2.3cm x 1.5cm x 10.5cm 9 pieces/set; 4- hours Anti-Dry-Out: Water based ink and odorless: 9 colors	Piece	50		
15	STICKER PAPER, Size; A4 size Glossy; Thickness; 175 GSM; 20's/pack	Pack	100		
16	STICKER PAPER Size; A4; Matte finish; Thickness; 90 GSM; 20's/pack	Pack	100		
17	PHOTO PAPER, GLOSSY; waterproof, A4 high premium, 5760 dpi, 200gsm, White, 20s/packs	Pack	50		
18	Tape Flag 14 x 60mm, Neon, 100s, 4/pack	Pack	30		
19	Certificate Holder Double Sided 8.5 x 11, Color Black	Piece	50		
20	SPECIALTY BOARD PAPER 220 gsm, 8.5' x 13 inches, Color: P. Cream, 10'sheets/pack	Pack	195		
21	Binder Clip 19mm 12/box	Box	60		
22	Binder Clip 25mm 12/box	Box	60		
23	Binder Clip 32mm 12/box	Box	60		

24	Binder Clip 55mm 12/box	Box	60		
25	Pushed pins, 50s assorted colors	Box	50		
26	SDI Call Bell 199 Taiwan	Piece	4		
	Total Quoted Amount				

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

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

\_\_\_\_\_  
Signature over printed name  
  
\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.  
  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
E-mail Address