



**REQUEST FOR QUOTATION  
 NEGOTIATED 53.9  
 SMALL VALUE PROCUREMENT**

DATE : JUNE 10, 2024  
 Project :  
 No. : QCU-24-GM-0929

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Project Title : PROCUREMENT OF PLASTIC TRAYS AND OTHERS  
 Approved Budget of the Contract : P 451,908.00  
 End-User / Implementing Office : QUEZON CITY UNIVERSITY

<b>BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	
<b>BUDGET FOR ITEMS 1-14</b>	<b>P 28,480.00</b>
<b>BUDGET FOR ITEMS 15-24</b>	<b>P 327,910.00</b>
<b>BUDGET FOR ITEMS 25-26</b>	<b>P 2,318.00</b>
<b>BUDGET FOR ITEM 27</b>	<b>P 1,200.00</b>
<b>BUDGET FOR ITEM 28</b>	<b>P 92,000.00</b>
<b>TOTAL ABC:</b>	<b>P 451,908.00</b>

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 **JUNE 14, 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 2023) (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.**

**LATTY. DOMINIC B. GARCIA**  
 Officer-In-Charge/Head, BAC Secretariat

*Handwritten initials/signature*

**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
	<b>TRUST FUND (DOST-NCR)</b>				
1	<b>BALLPEN</b> ✓ Gel Pen Ballpen, 0.5mm, black, extra smooth writing, metal clip, high quality, 146 mm long ✓	piece	20		
2	<b>CLIPBOARD</b> ✓ A4, 70 Sheets Color: Dark Blue Durable metal clip for stable binding Elastic rope design for extra file protection High-quality material for durability and long term use Smooth surface to protect paper and for an effortless writing Rounded corners for safety and comfortable using experience ✓	piece	3		
3	<b>CORK BOARD</b> Aluminum frame with ABS corner for longer shelf life, brown, 450 x 600 mm Material: Cork sheet + Fiberboard Hangable holes in plastic corners Hard fiber board in the middle for extra resistance Quality board with flat cork surface	piece	1		
4	<b>EXPANDED ENVELOPE</b> A4 Expanding File 13 Pockets, File organizer, Green, Material: PP, Index tabs included, elastic closure, wear-resistant and high resistance PP material, high quality	piece	3		
5	<b>FILE FOLDER</b> Pre-punched for paper fastener Has smooth texture on the outside, semi-rough inside Color: Brown Caliper/Paper Thickness: 14 pts GSM/Paper Weight: Kraft paper 265 – 295 gsm Short (9.3 inches x 11.7 inches - for letter and A4 paper size) Sold by 50 pieces per pack	set	3		
6	<b>FILE FOLDER</b> Pre-punched for paper fastener Has smooth texture on the outside, semi-rough inside Color: Brown Caliper/Paper Thickness: 14 pts GSM/Paper Weight: Kraft paper 265 – 295 gsm Long (9.3 inches x 14.38 inches - for long and legal paper size) Sold by 50 pieces per pack ✓	set	3		

7	<b>HEAVY DUTY STAPLER</b> Long Arm, 40 x 11.80 x 0.9 cm, with graduation indication, 25 sheets capacity, black, ABS cap, metal cover, SPCC metal structure, metal base Staple size: 24/6 or 26/6 staple	piece	1		
8	<b>INK</b> For Epson L360 Printer, T6641 (Black), T6642 (Cyan), T6643 (Magenta,) T6644 (Yellow) 70 ml per bottle 4 bottles per set	set	5		
9	<b>METAL BINDER RING</b> 35 mm, 100 pieces per set, durable and rust resistance, high quality and undeforming material is not easy to be broken, rings open and close easily and lock for extra security, suitable for office, note cards, and loose leaves, great for fastening any size document stack, keys and swatches too	set	2		
10	<b>PHOTO PAPER</b> Double side glossy, 120 gsm, A4 210 x 297 mm, for 5760 dpi definition, high quality coating and paper base paper, excellence in color perspective, detail presentation and water proof, works on all inkjet printers, 50 sheets per pack	piece	3		
11	<b>PUNCHER</b> 6 sizes Leather Hole Revolving Punch Pliers Type: Leather Punch Made from Top Quality Materials, Professional Tools with High Effectiveness and Durability Professional Rotary Punch Cut Clean and Precise Holes in Leather: Canvas and Fabric Perfect for Leather Belts with an Adjustable Cutting Head 6 different hole sizes: 2.5 mm, 3 mm, 3.5 mm, 4 mm, 4.5 mm, 5 mm	piece	2		
12	<b>SPECIAL PAPER FOR CERTIFICATES</b> 100 sheets, A4, 200 gsm, pale white	piece	3		
13	<b>WHITE BOARD</b> Key Product Features: Aluminum frame with ABS corner for longer shelf life Color Family: White Size & Spec.: 90 x 120 cm Material: Dry erase steel + Corrugated cardboard + galvanized steel Aluminum frame with ABS corner Slidable hanging parts Foldable pen tray included Magnetic Sliding mounting parts for variable mounting point centers Galvanized steel backing plate for extra resistance Hard surface coating allows for improved scratch resistance Foldable pen tray for compact transportation and convenient accessory tidy Can be perfectly erased up to 30 days	piece	1		
14	<b>WHITEBOARD MARKER</b> 12 pieces/box, bullet nib, easy to erase, smooth writing, 2 mm line weight	box	2		
15	<b>HEAVY DUTY PLASTIC TRAYS</b> For Nursery, without cover Length: 30 inches x Width: 16 inches x Height: 6 inches	piece	100		
16	<b>HEAVY DUTY PLASTIC TRAYS</b> For Grow-out, without cover Length: 30 inches x Width: 16 inches x Height: 6 inches	piece	500		
17	<b>HEAVY DUTY PLASTIC TRAYS</b> For Breeding, without cover Length: 30 inches x Width: 16 inches x Height: 6 inches	piece	50		

18	<b>HIGH QUALITY BSF BREEDING CAGES (NET)</b> Dimension: 5 ft. x 5 ft. x 5 ft. with zipper	piece	10		
19	<b>EGG TRAP</b> 1 set, 5 pieces wood, 12 inches planks, 18 sets per cage, Wooden planks, Dimension: Length = 12 inches x Width: 0.25 inches	piece	180		
20	<b>INITIAL BSF EGGS</b> 1.5 grams per tray, Black Soldier Fly Eggs	piece	748		
21	<b>PLASTIC DRUM</b> 220 Liter capacity drum with lid	piece	10		
22	<b>WHITE BUCKETS</b> 20 Liter capacity bucket with lid	piece	100		
23	<b>EXTERNAL HARD DRIVE</b> 1 TB Backup Plus Slim New USB 3.0 Portable External Hard Drive, Storage: 1TB, Connection Interface: 1 x USB 3.1 Gen 1 (USB Micro-B) Maximum Read Speed: 120 MB/s Type: Hard Disk Drive Bus Power: USB SYSTEM, Includes 18 inches (45.72cm) USB 3.0 cable <b>REQUIREMENTS</b> • Windows 7 or higher, or Mac OS X 10.9 or higher operating system • SuperSpeed USB 3.0 port (required for USB 3.0 transfer speeds or backwards compatible with USB 2.0 ports at USB 2.0 transfer speeds) • Mobile Backup app system requirements: iOS 8 or higher, Android 3.0 or higher	piece	1		
24	<b>HEAVY DUTY WEIGHING SCALE</b> Capacity: 5g to 40kg Color: Black Precision: 1/3000F.S AC 220v/110v/110v and built-in Rechargeable battery Storage up to 8 unit prices Accumulate operation (0-99) Account function, do memory recall, give change and memory clear one time Auto shut off function to save power Easy to Read Large LCD Display Ideal Pricing Scale for Any Counter Stainless steel platform and readable from front and back of unit	piece	1		
25	<b>ROLL UP TARPAULIN</b> Size: 32 inches x 65 inches / 200 cm x 80 cm Material Composition: Aluminum - Lightweight, compact and portable. Easy to use and assemble Perfect for indoor and outdoor display - Durable. Good for presentations, trade shows, store promotions, conferences, product displays and business meetings Quick and easy to set up, pull up the banner and twist the locking double feet to secure the stability of banner stand while promoting your product. Durable and portable for on-the-go display needs Easy to assemble no need tools Lightweight and fits easily to the car with black carrying bag Perfect for indoor and outdoor display Easy to use and quick to assemble Lightweight and easy to carry longer life spans Size: 33 x 78 inches	piece	1		
26	<b>CUSTOMIZED TARPAULIN</b> High Quality Print 10 oz. Tarpaulin Paper Eco Solvent	piece	2		
27	<b>PAPER TRIMMER</b> Color: White Size: A4-12 x 14 inches	piece	1		

*Handwritten signature/initials*

	Cutting Size: 25.5 x 30.5 cm (10 inches x 12 inches), alignment grid and ruler for accurate measuring, for different sizes such as A4, B5, A5, B6, B7, adjustable cutting ruler, it has a cutting ruler, it could be the grid and ruler or press the paper. The top screw can be adjusted to fix or move the ruler, durable material accurate and straight cuts, also easily portable and never deformed nor broken				
28	<b>HEAVY DUTY METAL RACKS</b> (1 unit=49 trays) L=10 ft. W=2 ft. H=6 ft., 7-layer heavy duty racks Slotted Angle bar: thickness: 2.0 mm ✓	piece ✓	8		
<b>Total Quoted Amount</b>					

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

\_\_\_\_\_

<b>Additional Requirements:</b> <b>For Item No. 8</b> <ul style="list-style-type: none"> <li>• Certification from the manufacturer or exclusive / authorized distributor for the authenticity/genuinity of the consumables being offered. ✓</li> <li>• Authority to sell from the manufacturer or exclusive/ authorized distributor of the consumables being offered. ✓</li> </ul>
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Delivery Period : Thirty (30) Calendar Days ✓

Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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