



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City

8988-4242 local 8712 / 8710 / 8709

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BAGONG PILIPINAS

## REQUEST FOR QUOTATION SHOPPING 52.1b

DATE : SEPTEMBER 10, 2024  
Project  
No. : SDO-24-OSD-1269C

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND OTHERS  
Approved Budget of  
the Contract : P 49,885.00  
End-User /  
Implementing Office : SCHOOLS DIVISION OFFICE

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
FOR ITEM NOS. 1-13	P 31,405.00
FOR ITEM NOS. 14-20	P 18,480.00
<b>TOTAL ABC:</b>	<b>P 49,885.00</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 **SEPTEMBER 13, 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.**

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

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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	Ballpen, fine point, black	piece	50		
2	Ballpen, fine point, blue	piece	50		
3	Folder, tag board, A4 size, 100's/pack	pack	2		
4	Folder, tag board, legal size, 100's/pack	pack	3		
5	Paper, multi copy, legal size, 80gsm	ream	50		
6	Paper, multi copy, A4 size, 80gsm	ream	50		
7	Paper clip, vinyl/plastic coated	box	30		
8	Record Book, 500pp	book	2		
9	Record Book, 300pp	book	2		
10	Rubber band, No. 18	box	3		
11	Stapler, standard type	piece	4		
12	Tape, transparent 1, (24mm)	roll	10		
13	Tape dispenser, table top, for 24mm with tape	piece	3		
14	Alcohol ethyl, 1 gallon	gallon	10		
15	Alcohol ethyl, 500ml	bottle	10		
16	Air freshener, aerosol type	can	7		
17	Concentrated powder, all purpose, 500grams	pack	20		
18	Toilet tissue paper, 2-ply sheets	pack	100		
19	Toilet tissue paper, interfolded paper towel	pack	20		
20	Trash bag, plastic transparent	pack	10		
Total Quoted Amount:					

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

Delivery Period : Thirty (30) Calendar Days

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

4/8/24