



Republic of the Philippines
CITY OF ROXAS
 City Hall, Roxas City 5800
 (036) 620-5220



BIDS AND AWARDS COMMITTEE OFFICE

Date: AUG 02 2023
 Quotation No. **QN- 0422**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than AUG 04 2023 08:00 a.m.


LORIE BELLE O. USISON
 BAC Chairperson

REMINDERS:

1. Delivery period within 30 calendar days
2. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment, from date of acceptance by the procuring entity
3. Price validity shall be a period of 60 calendar days
4. G-EPS registration certificate shall be attached upon submission of the quotation
5. Bidders shall submit original brochures showing certifications of the product being offered.
6. Please submit / attach updated certificate of supplier's registration or eligibility documents and additional requirements on sale of health-related goods and services.
7. All prices are inclusive of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to City Government of Roxas.
8. In case of discrepancy over the amounts in words and in figures, the amount in words will prevail.
9. The end-user shall have the right to inspect and/or to test the goods if it's in accordance with the technical specifications.
10. In case of delay in the delivery, the supplier shall pay a penalty of one-tenth of one percent (1/10 of 1%) of the corresponding contract price for each day of delay, including non-working holidays (i.e. Saturday and Sunday), legal holidays or special non-working holidays.
11. Other terms and conditions shall be applied in accordance with the IRR of RA 9184.

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications are mandatory. Failure to comply with any requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.
5. Supplier can propose in one or two lots. However, the supplier shall quote for all items in the specified lot, including sub-sections, otherwise, the quotation shall be automatically disqualified.

Received by:

 Signature over Printed Name

 Company Name

Title & ABC: Supply and Delivery of Office Supplies, Janitorial Supplies and Computer Inks for the use of CMO-Breaking Barriers for Young Adults with Disabilities (BBY) with an ABC of Thirty-Five Thousand Nine Hundred Eleven Pesos and 94/100 (PHP 35,911.94)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
Office Supplies						
1	Ballpen (black) with push button		pc	8		
2	Ballpen (red) with push button		pc	8		
3	Bond paper long sub 20 (8.5" by 13") 500 sheets		ream	25		
4	Bond paper short sub 20 (8.5" by 11") 500 sheets		ream	25		
5	Brown Envelope Long		pc	8		
6	Brown Envelope Short		pc	8		
7	Cartolina (assorted colors)		pc	17		
8	Chalk, white 100's		box	1		
9	Clear book - long (8.5" x 13", refillable 20 sheets - Green)		pc	3		
10	Clear book - short (8.5" x 11", refillable 20 sheets - Green)		pc	3		
11	Correction tape, 5mm x 10m		pc	1		
12	Crayons (16 colors per box)		box	8		
13	Cutter Blade, big 10's/pack		pack	1		
14	Cutter knife big		pc	1		
15	Eraser for blackboard or Whiteboard		pc	1		
16	Pencil eraser, rectangular, BIG, dustfree, black/blue		pc	2		
17	Fastener, plastic, 70mm between prongs, 50 sets per box		box	1		
18	Filing tray, Metal, 3 layers		pc	1		
19	Folder long White		pcs	17		
20	Folder short white		pcs	17		
21	Glue, all-purpose 130ml		pc	3		
22	Highlighter asstd. Color		pc	1		
23	Illustration Board, 30"x40"		pc	3		
24	Manila Paper		pc	8		
25	Permanent Marker fine (black)		pc	1		
26	Masking tape 1" x 25 yd		pc	2		
27	Masking tape 2" x 25 yd		pc	2		
28	Paper clip Big Multi-color coated 50mm		box	1		
29	Paper clip Small Multi-color coated 33mm		box	1		
30	Pencil #1 lead w/ eraser 12's/box		box	1		

31	Photo Paper glossy A4/20's		pack	1		
32	Plastic Envelope, Ordinary, Long size		pc	8		
33	Push Pins colored 50 pc./box		box	1		
						Total:

Janitorial Supplies

34	Air Freshener (320ml Lemon)		bottle	1		
35	Alcohol, ethyl 70% 500ml		bottle	3		
36	Detergent Powder 65gm/sachet with fabric conditioner		pack	5		
37	Detergent soap bar (4 slices/bar)		pc	1		
38	Dishwashing Liquid 250ml/bottle		bottle	5		
39	Disinfectant, bleaching solution (3,785 ml/1gallon, for white fabric)		bottle	1		
40	Fabric softener 27ml/sachet anti-bac		pack	10		
41	Garbage Bag Large 20's/roll		pack	1		
42	Hand soap liquid disinfectant 225ml)		bottle	1		
43	Hand soap, bar 90gm/bar individual wrap, pure white bar soap		pc	2		
44	Hand towel (rectangular size) 14"x5" min.		pc	2		
45	Hydrochloric Acid 1000ml white plastic container, 14%-16% hydrochloric acid content Muriatic 1 liter		bottle	2		
46	Multi-Insect spray/killer, water based odor-less, 500ml min.		bottle	1		
47	Toilet deodorizer big (100gm)		pc	2		
48	Toilet Tissue Paper 2-plys sheets,		pc	3		
49	Water dipper, plastic (Tabu) size 1.3L min		pc	1		
						Total:

Computer Inks

50	Original Printer Ink refill in 70ml plastic bottle compatible for Epson Printer, BLACK		bottle	2		
51	Original Printer Ink refill in 70ml plastic bottle compatible for Epson Printer, CYAN		bottle	2		
52	Original Printer Ink refill in 70ml plastic bottle compatible for Epson Printer, MAGENTA		bottle	2		
53	Original Printer Ink refill in 70ml plastic bottle compatible for Epson Printer, YELLOW		bottle	2		
						Grand Total:

Amount in words:

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name/ Signature

Name of Establishment/Dealer

Tel. No. / Cellphone No./ E-mail address

Address