



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



BIDS AND AWARDS COMMITTEE OFFICE

Date: NOV 29 2023
Quotation No. QN- 0621

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 DEC 01 2023 08:00 a.m.


LORIE BELLE O. USISON
BAC Chairperson

REMINDERS:

1. Delivery period within 10 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 and Janitorial Supplies for the use of MTCC-OCC with an ABC of Thirty-Two Thousand Three Hundred Thirty Pesos and 44/100 (PHP 32,330.44)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
Office Supplies						
1	Ballpen with removable cap (Black) 0.5mm		pc	44		
2	Bond paper short sub 20 (8.5" by 11") 500 sheets		ream	20		
3	Brown Envelope short		pc	20		
4	Sign Pen Black ink 1.0 mm needle tip		pc	20		
5	Sign Pen Blue ink 1.0 mm needle tip		pc	8		
					Total:	
Janitorial Supplies						
6	Disinfectant spray 340gm		bottle	6		
7	Alcohol, ethyl 70% 500ml		bottle	8		
8	Dishwashing Liquid 250ml/bottle		bottle	4		
9	Disinfectant, Bleaching solution (1000ml multi-purpose- color safe, blossom fresh violet bottle)		bottle	4		
10	Furniture cleaner, Aerosol, 330ml can		bottle	2		
11	Garbage bag 13"x13"x32" 20's/roll black		pack	6		
12	Glass cleaner, Spray 500ml		bottle	2		
13	Hand soap liquid disinfectant (225ml)		bottle	5		
14	Hand soap, Bar 90gm/bar individual wrap, pure white bar soap		pc	4		
15	Sando Bag Tiny white 100's		pack	1		
16	Toilet bowl cleaner, 500ml plastic bottle with an active green formula		bottle	9		
17	Toilet Tissue Paper 2-plys sheets		pc	90		
					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