



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



BIDS AND AWARDS COMMITTEE OFFICE

Date: MAY 28 2024
Quotation No. QN-0307

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 MAY 31 2024 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, Computer Inks and Toner for the use of CTO-Business Permit & Licensing Division with an ABC of One Hundred Seventy-six Thousand Twenty-seven Pesos and 65/100 (PHP 176,027.65)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
	OFFICE SUPPLIES					
1	Ballpen super smooth ink, triangular shaped barrel, 0.5 mm, black		Pcs	50		
2	Ballpen super smooth ink, triangular shaped barrel, 0.5 mm, blue		Pcs	50		
3	Ballpen super smooth ink, triangular shaped barrel, 0.5 mm, red		Pcs	50		
4	Bond Paper, A4 sub 20 size 500 sheets		Pcs	15		
5	Bond Paper, short subs 20 (8.5" x 11") 500 sheets		Reams	15		
6	Civil Documents Binder 23" x 17.2" width 5" thick		Pcs	2		
7	Computer Mouse Wireless/Bluetooth Optical USB-3 Button, any color 2.4 Ghz		Pcs	2		
8	Correction Tape, 5mm x 10m		Pcs	80		
9	Filling Tray, Metal, 3 layers		Pcs	3		
10	Folder long white		Pcs	20		
11	Folder short white		Pcs	40		
12	Glue, All-Purpose 130ml		Pcs	10		
13	Highlighter Pink		Pcs	20		
14	Highlighter Blue		Pcs	20		
15	Highlighter Green		Pcs	20		
16	Highlighter Yellow Green		Pcs	20		
17	Highlighter Orange		Pcs	20		
18	Permanent Marker Fine (Black)		Pcs	10		
19	Permanent Marker Fine (Blue)		Pcs	10		
20	Permanent Marker Fine (Red)		Pcs	20		
21	Pencil #1 lead w/ eraser 12's/box		Box	20		
22	Plastic Storage Box (95L)		Pcs	1		
23	Record Book, 200 pages, size 214mm x 278mm min		Pcs	5		
24	Record Book, 600 pages, size 214mm x 278mm min		Pcs	5		
25	Rubber Band 70mm mi lay flat length 350 grams min. thickness 1.00mm min		Box	15		
26	Sign Pen Black ink 0.5mm needle tip		Pcs	90		
27	Sign Pen Black ink 1.0mm needle tip		Pcs	50		
28	Stapler wire #35 standard 5000's/box		Box	40		
29	Stapler, heavy duty, adjustable stapling margin 7-65mm		Pcs	1		
30	Sticky Notes 4"x4" 100 sheets (pastel)		Pads	30		

31	White wove long (8.5" x 13")		Ream	50		
32	White wove long (8.5" x 11")		Ream	50		
33	Yellow Pad Paper – 90 sheets/pad, 8.5x13		Pads	5		
34	Columnar Notebook (8 Columns)		Pc	30		
35	Columnar Notebook (24 Columns)		Pc	30		
	JANITORIAL SUPPLIES					
36	Air Freshener (320ml Lemon)		Bottle	2		
37	Dishwashing Liquid 250ml/bottle		Bottle	20		
38	Disinfectant, bleaching solution (3,785 m / 1 gallon for white fabric)		Bottle	3		
39	Doormat, Braided		Pcs	20		
40	Hand Towel (rectangular size) 14"x5" min.		Pcs	11		
41	Toilet bowl cleaner, 500ml plastic bottle 2/ an active green		Bottle	20		
42	Toilet Tissue Paper 2-ply sheets		Pcs	100		
43	Alcohol, ethyl 70% (1 Gal)		Gal	5		
	COMPUTER PRINTER INK / INK CARTRIDGES & PRINTER / TYPEWRITER RIBBON					
44	Computer Printer Refill Ink Generic 1000ml Black		Bottle	4		
45	Toner MP20M		Tubes	8		
					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