



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



BIDS AND AWARDS COMMITTEE OFFICE

Date: JUL 04 2024
Quotation No. **QN- 0389**

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 JUL 08 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 and Computer Inks for the use of Bids and Awards Committee Office with an ABC of Two Hundred Thirty-four Thousand Nine Hundred Fifty-seven Pesos and 50/100 (PHP 234,957.50)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
1	Ballpen with Removable Cap (Black) 0.5mm		Pc	50		
2	Ballpen with Removable Cap (Blue) 0.5mm		Pc	50		
3	Ballpen with Removable Cap (Black) 0.7mm		Pc	40		
4	Ballpen with Removable Cap (Blue) 0.7mm		Pc	40		
5	Bond Paper A4 (sub 20) size 500 sheets		Ream	50		
6	Bond Paper Long sub 20 (8.5" by 13") 500 sheets		Ream	100		
7	Bond Paper Short sub 20 (8.5" by 11") 500 sheets		Ream	100		
8	Envelope, Expanding, Legal Blue		Pc	70		
9	Envelope, Expanding, Legal Yellow		Pc	70		
10	Envelope, Expanding, Legal Green		Pc	70		
11	Fastener, Plastic, 70mm between prongs, 50 sets per box		Box	30		
12	Folder Expanded Legal (Green)		Pc	70		
13	Folder Expanded Legal (Blue)		Pc	70		
14	Folder Expanded Legal (Yellow)		Pc	70		
15	Masking Tape 1" x 25 yd		Pc	10		
16	Record Book, 500 pages, size: 214mm x 278mm min		Pc	25		
17	Sign Pen Black Ink 1.0 Gel Pen (Broad)		Pc	20		
18	Staple Wire #35 Standard 5000's/box		Box	30		
19	Sticky Notes asstd. color 15mm x 55mm (page markers)		Pad	30		
20	Sticky Notes 3" x 3" 100 sheets (pastel)		Pads	30		
21	Tape, Transparent 1"x50yd		Pc	15		
22	Correction Pen		Pc	20		
23	Alcohol, Ethyl 70% 350ml		Bot	20		
24	Alcohol, Ethyl 70% 500ml		Bot	15		
25	Dishwashing Liquid 250ml/bottle		Bottle	5		
26	Garbage Bag 11"x11"x24" 20's/roll Black		Pack	10		
27	Garbage Bag 13"x13"x32" 20's/roll Black		Pack	10		
28	Garbage Bag Large 20's/roll		Pack	15		
29	Garbage Bag XXL 20's/pack, Green		Pack	10		
30	Toilet Tissue Paper 2-plys sheets		Pc	120		

