



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- 0390**

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 City Social Welfare and Development Office with an ABC of Eighty-seven Thousand Four Hundred Ninety-eight Pesos and 56/100 (PHP 87,498.56)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
	OFFICE SUPPLIES					
1	Ballpen with Removable Cap (Black) 0.05mm		Pcs	3		
2	Ballpen with Removable Cap (Blue) 0.05mm		Pcs	2		
3	Bond Paper A4 (sub 20) size, 500 sheets		Rms	17		
4	Bond Paper Long sub 20 (8.5" by 13") 500 sheets		Rms	71		
5	Bond Paper Short sub 20 (8.5" by 11") 500 sheets		Rms	60		
6	Correction Tape, 5mm x 10m		Pc	2		
7	Fastener, Plastic, 70mm between prongs, 50 sets per box		Bxs	6		
8	Folder Long White		Pcs	89		
9	Highlighter Sky Blue		Pcs	1		
10	Highlighter Yellow Green		Pcs	1		
11	Paper Clip Big Multi-Color Coated 50mm		Bxs	2		
12	Record Book, 300 pages, size: 214mm x 278mm min		Pcs	1		
13	Record Book, 500 pages, size: 214mm x 278mm min		Pcs	1		
14	Sign Pen Black Ink 0.5mm Needle Tip		Pcs	1		
15	Special Paper Long 8"x13" (Color Cream)		Rms	23		
16	Sticky Notes asstd. Color 15mm x 55mm (page markers) sign here		Pad	3		
	JANITORIAL SUPPLIES					
17	Air Freshener (320ml Lemon)		Bot	3		
18	Alcohol, Ethyl 70% 500ml		Bot	13		
19	Detergent Powder 65gm/sachet with Fabric Conditioner		Pack	13		
20	Disinfectant Bleaching Solution (1000ml) multipurpose-color safe, blossom fresh violet bottle		Bot	2		
21	Garbage Bag Large 20's/roll		Packs	3		
22	Garbage Bag XXL 20's/pack, green		Packs	3		
23	Hand Soap, Bar 90gm/bar individual wrap, pure white bar soap		Pcs	5		
24	Toilet Deodorizer Big (100gm)		Pcs	5		
	COMPUTER PRINTER INK / INK CARTRIDGES & PRINTER / TYPERWRITER RIBBON					
25	Printer Refill Ink GENERIC 100ml BLACK		Bottle	10		
26	Printer Refill Ink GENERIC 100ml CYAN		Bottle	1		
27	Printer Refill Ink GENERIC 100ml MAGENTA		Bottle	2		

28	Printer Refill Ink GENERIC 100ml 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