



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



**BIDS AND AWARDS COMMITTEE OFFICE**

Date: JUL 09 2024  
Quotation No. **QN- 0406**

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 12 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 Mayor's Office with an ABC of One Hundred Thirty-seven Thousand Two Hundred Twenty-five Pesos and 42/100 (PHP 137,225.42)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
	<b>OFFICE SUPPLIES</b>					
1	Ballpen with removable cap (Black) 0.5mm		Pc	50		
2	Ballpen with removable cap (Blue) 0.5mm		Pc	50		
3	Bond Paper A4 (sub20) size 500 sheets		Ream	60		
4	Bond Paper long sub 20 (8.5" by 13") 500 sheets		Ream	60		
5	Bond Paper short sub 20 (8.5" by 11") 500 sheets		Ream	60		
6	Bronw Envelope Long		Pc	100		
7	Correction Tape, 5mm x 10m		Pc	30		
8	Envelope, Expanding, Legal Blue		Pc	100		
9	Fastener, plastic, 70mm between prongs, 50 sets per box		Box	10		
10	Folder Expanded Legal (Blue)		Pc	80		
11	Folder Long White		Pcs	100		
12	Glue, All-Purpose 130ml		Pc	3		
13	Paper Clip Big Multi-Color coated 50mm		Box	10		
14	Paper Clip Small Multi-Color coated 33mm		Box	10		
15	Push Pins colored 50 pc/box		Box	10		
16	Rubber Band 70mm min lay flat length 350 grams min., thickness 1.00		Box	3		
17	Sign Pen Black Ink 1.0 mm needle tip		Pc	32		
18	Staple Wire # 35 Standard 5000's/box		Box	10		
19	Tape, Transparent 1"x50yd		Pc	10		
20	Tape, Transparent 2"x100m		Pc	10		
	<b>JANITORIAL SUPPLIES</b>					
21	Air Freshener (320ml Lemon)		Bottle	2		
22	Disinfectant Spray 340 gm		Bot	2		
23	Dishwashing Liquid 250ml/bottle		Bottle	2		
24	Fabric Softener 27ml/sachet anti-bac		Pack	24		
25	Garbage Bag Large 20's/roll		Pack	2		
26	Glass Cleaner, spray 500ml		Bottle	2		
27	Hand Soap liquid disinfectant (225ml)		Bottle	4		
28	Multi-Insect spray/killer, water-based odor-less, 500ml min.		Bottle	4		
29	Toilet Bowl cleaner, 500ml plastic bottle with an active green formula		Bottle	4		
30	Toilet Tissue Paper 2-plys sheets		Pc	50		

