



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



BIDS AND AWARDS COMMITTEE OFFICE

Date: JUL 11 2024
Quotation No. **QN-0412**

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 15 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 various CSWDO Programs of Activities with an ABC of Eighty-Seven Thousand Five Hundred Five Pesos and 73/100 (PHP 87,505.73)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
	Office Supplies:					
1	Ball pen with removable cap (Black) 0.5mm		Pcs	2		
2	Ball pen with removable cap (Blue) 0.5mm		Pcs	2		
3	Bond paper A4 (sub20) size 500 sheets		Reams	22		
4	Bond paper long sub20 (8.5" by 13") 500 sheets		Reams	71		
5	Bond paper short sub20 (8.5" by 11") 500 sheets		Reams	60		
6	Correction tape, 5mm x 10m		Pc	1		
7	Fastener, plastic 70mm between prongs, 50 sets per box		Box	7		
8	Folder long white		Pcs	89		
9	Highlighter sky blue		Pc	1		
10	Highlighter yellow green		Pc	1		
11	Paper clip big multi-color coated 50mm		Box	1		
12	Record book 300 pages size: 214mm x 278mm min		Pc	1		
13	Record book 500 pages size: 214 x 278 mm min		Pc	1		
14	Sig pen black ink 0.5mm needle tip		Pc	1		
15	Special paper long 8"x13" (color cream)		Reams	25		
16	Staple wire #35 standard 5000's/box		Box	1		
17	Sticky note asstd. Color 15mm x 55mm (page markers)		Pads	3		
	Janitorial Supplies					
18	Air freshener (320ml) lemon		Bot	2		
19	Alcohol, ethyl 70% 500ml		Bot	12		
20	Detergent powder 65gm/ sachet with fabric conditioner		Pack	13		
21	Disinfectant bleaching solution (1000ml) multipurpose color-safe, blossom fresh violet		Bot	1		
22	Garbage bag large 20's/roll		Packs	2		
23	Garbage bag XXL 20's/pack, green		Packs	2		
24	Toilet deodorizer big (100gm)		Pcs	3		
	Computer Printer Inks					
25	Printer refill ink Generic 100ml black		Bot	10		
26	Printer refill ink Generic 100ml Cyan		Bot	1		
27	Printer refill ink Generic 100ml Magenta		Bot	1		
28	Printer refill ink Generic 100ml Yellow		Bot	1		
					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