



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



BIDS AND AWARDS COMMITTEE OFFICE

Date: NOV 06 2024
 Quotation No. **QN- 077**

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 NOV 08 2024 08:00 a.m.


LORIE BELLE O. USISON
 BAC Chairperson 4

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 30 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 for the Use of City Accounting Office – Barangay Division with an ABC of Thirty Thousand Eight Hundred Ninety-seven Pesos and 75/100 (PHP 30,897.75)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY	UNIT PRICE	TOTAL PRICE
	OFFICE SUPPLIES					
1	Ballpen (Black) with push button		Pc	25		
2	Bond Paper Long sub-20 (8.5" by 13") 500 sheets		Ream	20		
3	Bond Paper Short sub-20 (8.5" by 11") 500 sheets		Ream	20		
4	Correction Pen		Pc	12		
5	Correction Tape, 5mm x 10m		Pc	12		
6	Fastener, plastic, 70mm between prongs, 50 sets per box		Box	6		
7	Folder Expanded Legal (Green)		Pc	50		
8	Folder Long White		Pc	50		
9	Glue, all-purpose 130ml		Pc	6		
10	Highlighter Yellow Green		Pc	3		
11	Packaging Tape 2" Tan x 100m		Roll	3		
12	Record Book, 300 pages, size: 214mm x 278mm min		Pc	3		
13	Record Book, 500 pages, size: 214mm x 278mm min		Pc	3		
14	Rubber Band 70mm min lay flat length 350 grams min., thickness 1.0mm (min)		Box	3		
15	Sign Pen Green Ink 1.0 mm needle tip		Pc	12		
16	Stamp Pad Ink, Purple or Violet 30ml		Bot	6		
17	Staple Wire # 35 Standard 5000's/box		Box	6		
18	Stapler # 35 w/ built in remover		Pc	3		
19	Tape, Transparent 1"x50yd		Pc	3		
					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