

Republic of the Philippines CITY OF ROXAS

City Hall, Roxas City 5800 (036) 620-5220



BIDS AND AWARDS COMMITTEE OFFICE

	TYUY	1 6	444
Date:			-
Quotati	on No.	ON-	0000

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 101 1 4 2024 08:00 a.m.

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 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.
- 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.
- Supplier can propose in one or two lots. However, the supplier shall quote for all items in the specified lot, including subsections, otherwise, the quotation shall be automatically disqualified.

Signature	over Printed Name

Title & ABC: Supply and Delivery of Office Supplies for the use of City Register of Deeds with an ABC of Four Thousand Nine Hundred Ninety-Five Pesos and 90/100 (PHP 4,995.90)

ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
Ballpen with removable cap (blue) 0.7mm		рс	20		
Bond paper long sub 20 (8.5" by 13") 500 sheets		ream	1		
Bond paper short sub 20 (8.5" by 11") 500 sheets		ream	1		
Fastener, plastic, 70mm between prongs, 50 sets per box		box	1	* '6	
Folder Long white		рс	35		
Permanent Marker fine (blue)		рс	1		
Masking tape 2"x25yd		рс	2		
Notebook w/ spring 80 leaves		рс	2		
Packing tape 2" Clear x 100m		рс	2		
Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box		рс	1		
Rubber Band 70mm min lay flat length 350 grams min., thickness 1.00mm (min)		box	1		
Sign Pen Blue ink 0.5mm needle tip		рс	25		
Staple wire #35 Standard 5000's/box		box	5		
	E				
h					
				Grand Total	
in words:				1	
2					
	Ballpen with removable cap (blue) 0.7mm Bond paper long sub 20 (8.5" by 13") 500 sheets Bond paper short sub 20 (8.5" by 11") 500 sheets Fastener, plastic, 70mm between prongs, 50 sets per box Folder Long white Permanent Marker fine (blue) Masking tape 2"x25yd Notebook w/ spring 80 leaves Packing tape 2" Clear x 100m Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box Rubber Band 70mm min lay flat length 350 grams min., thickness 1.00mm (min) Sign Pen Blue ink 0.5mm needle tip Staple wire #35 Standard 5000's/box	Ballpen with removable cap (blue) 0.7mm Bond paper long sub 20 (8.5" by 13") 500 sheets Bond paper short sub 20 (8.5" by 11") 500 sheets Fastener, plastic, 70mm between prongs, 50 sets per box Folder Long white Permanent Marker fine (blue) Masking tape 2"x25yd Notebook w/ spring 80 leaves Packing tape 2" Clear x 100m Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box Rubber Band 70mm min lay flat length 350 grams min., thickness 1.00mm (min) Sign Pen Blue ink 0.5mm needle tip Staple wire #35 Standard 5000's/box	Ballpen with removable cap (blue) 0.7mm pc Bond paper long sub 20 (8.5" by 13") 500 sheets ream Bond paper short sub 20 (8.5" by 11") 500 sheets ream Fastener, plastic, 70mm between prongs, 50 sets per box Folder Long white pc Permanent Marker fine (blue) pc Masking tape 2"x25yd pc Notebook w/ spring 80 leaves pc Packing tape 2" Clear x 100m pc Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box Rubber Band 70mm min lay flat length 350 grams min., thickness 1.00mm (min) Sign Pen Blue ink 0.5mm needle tip pc Staple wire #35 Standard 5000's/box	Ballpen with removable cap (blue) 0.7mm pc 20 Bond paper long sub 20 (8.5" by 13") 500 sheets ream 1 Bond paper short sub 20 (8.5" by 11") 500 sheets ream 1 Fastener, plastic, 70mm between prongs, 50 sets per box 1 Folder Long white pc 35 Permanent Marker fine (blue) pc 1 Masking tape 2"x25yd pc 2 Notebook w/ spring 80 leaves pc 2 Packing tape 2" Clear x 100m pc 2 Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box Rubber Band 70mm min lay flat length 350 grams min., thickness 1.00mm (min) Sign Pen Blue ink 0.5mm needle tip pc 25 Staple wire #35 Standard 5000's/box	Ballpen with removable cap (blue) 0.7mm pc 20 Bond paper long sub 20 (8.5" by 13") 500 sheets ream 1 Bond paper short sub 20 (8.5" by 11") 500 sheets ream 1 Fastener, plastic, 70mm between prongs, 50 sets per box 1 Folder Long white pc 35 Permanent Marker fine (blue) pc 1 Masking tape 2"x25yd pc 2 Notebook w/ spring 80 leaves pc 2 Packing tape 2" Clear x 100m pc 2 Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box 1 Rubber Band 70mm min lay flat length 350 grams min., thickness 1.00mm (min) Sign Pen Blue ink 0.5mm needle tip pc 25 Staple wire #35 Standard 5000's/box Grand Total

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed	l Name/Signature
Name of	Establishment/Dealer
Tel. No. / Cellp	hone No./ E-mail address
	Address