



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



**BIDS AND AWARDS COMMITTEE OFFICE**

Date: JUL 10 2025  
Quotation No. QN- 0307

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 14 2025 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 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, Janitorial Supplies and Computer Inks for the use of City Mayor's Office with an ABC of One Hundred Seventy-Eight Thousand One Hundred Forty-Five Pesos and 99/100 (PHP 178,145.99)**

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
<b>Office Supplies</b>						
1	Ballpen, super smooth ink, triangular shaped barrel, 0.5mm, black		pc	24		
2	Bond paper long sub 20 (8.5" by 13") 500 sheets		ream	130		
3	Bond paper short sub 20 (8.5" by 11") 500 sheets		ream	35		
4	Calculator, 12 digits, 4"x5"x5.50", auto power off, solar & battery operated, metal faceplate, plastic keys		pc	3		
5	Clips, backfold, 50mm x 25mm 2" 12's/box		box	25		
6	Correction tape, 5mm x 10m		pc	13		
7	Pencil eraser, rectangular, BIG, dustfree, black/blue		pc	10		
8	Dater Stamp		pc	1		
9	Envelope, Expanding, legal		pc	150		
10	Envelope, mailing, 500 pieces long		box	10		
11	Folder long White		pcs	50		
12	Highlighter asstd. Color		pc	22		
13	Packing tape 2" Tan x 100m		roll	20		
14	Pencil #1 lead w/ eraser 12's/box		box	2		
15	Pencil Sharpener, Mechanical, table top big, metal and plastic material		pc	1		
16	Permanent Marker fine (black)		pc	12		
17	Rubber Band 70mm min lay flat length 350 grams min., thickness 1.00mm (min)		box	10		
18	Ruler, Plastic, 1 piece in individual plastic		pc	10		
19	Scissors Big, 1 piece in individual plastic		pc	5		
20	Stamp Pad, Felt, 5x7 inch		pc	1		
21	Staple wire # 35 Standard 5000's/box		box	1		
22	Stapler #35 Standard Type, 1 piece in individual box		pc	2		
23	Sticker Paper White (matte) A4 size 10's/pack		pack	20		
24	Sticky notes 3" x 3" 100 sheets (pastel)		pc	10		
25	Tape, Transparent 1"x50yd		pc	3		
26	Board Paper A4 white		pc	26		
					<b>Total:</b>	
<b>Janitorial Supplies</b>						
27	Air Freshener (320ml Lemon)		bottle	12		
28	Brush with long wood handle (plastic brush w/ wooden handle)		pc	2		

29	Brush (toilet bowl)		pc	2		
30	Detergent Powder 65gm/sachet with fabric conditioner		bottle	24		
31	Disinfectant, bleaching solution (1000ml multipurpose - Color safe, blossom fresh violet bottle)		bot	4		
32	Fabric softener 27ml/sachet anti-bac		pack	24		
33	Furniture Cleaner, aerosol, 330ml can		bot	6		
34	Garbage Bag 13"x13"x32" 20's/roll Black		pack	5		
35	Hand soap liquid disinfectant (225ml)		bot	9		
36	Hydrochloric Acid 1000ml white plastic container, 14%-16% hydrochloric acid content Muriatic 1 liter		bot	2		
37	Mop with mop Head		pc	2		
38	Multi-Insect spray/killer, water based odor-less, 500ml min.		bot	4		
39	Toilet bowl cleaner, 500ml plastic bottle with an active green formula		bottle	9		
40	Toilet deodorizer big (100gm)		pc	8		
41	Toilet Tissue Paper 2-plys sheets,		pc	24		
42	Table Napkin			20		
43	Napthalene Balls			12		
44	Air Freshener (gel)			8		
45	Scented Candle			4		
46	Dishwashing Sponge			10		
47	Toilet Blue Tablet Cleaner			30		
					<b>Total:</b>	

#### Computer Inks

48	Brother Printer refill ink BT5000C		bot	5		
49	Brother Printer refill ink BT5000M		bot	5		
50	Brother Printer refill ink BT5000Y		bot	5		
51	Brother Printer refill ink BT6000BK		bot	24		
52	Original Printer Ink refill in 70ml plastic bottle compatible for Epson Printer, BLACK		bot	6		
53	Printer Epson L3110 Ink Refill BLACK 003		bot	6		
54	Printer Epson L3110 Ink Refill BLACK 001			6		
					<b>Grand Total</b>	

Amount in words:

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



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**Printed Name/ Signature**

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**Name of Establishment/Dealer**

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**Tel. No. / Cellphone No./ E-mail address**

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**Address**