



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



BIDS AND AWARDS COMMITTEE OFFICE

Date: OCT 20 2025
 Quotation No. QN- 6576

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 OCT 22 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: Procurement for the Supply and Delivery of Office Supplies, Janitorial Supplies, Computer Inks and Office Equipment for the use of CMO-TRANSPORT DIVISION / SPECIAL PROJECT with an ABC of One Hundred Fifty-Eight Thousand Four Hundred Nineteen Pesos and 93/100 (PHP 158,419.93)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
	OFFICE SUPPLIES					
1	Ballpen with Removable Cap (Black) 0.5 mm		Pc	36		
2	Ballpen with Removable Cap (Blue) 0.5 mm		Pc	36		
3	Binding Ring PVC comb 1", Black		Pc	5		
4	Binding Ring PVC comb ½ ", Black		Pc	5		
5	Bond Paper A4 (Sub 20) Size 500 Sheets		Ream	5		
6	Bond Paper Long Sub 20 (8.5" by 13") 500 Sheets		Ream	5		
7	Bond Paper Short Sub 20 (8.5" by 11") 500 Sheets		Ream	10		
8	Brown Envelope Long		Pc	50		
9	Brown Envelope Short		Pcs	50		
10	Clip Board Long with Cover (Blue)		Pc	10		
11	Folder Expanded Legal Assorted Colors		Pc	100		
12	Folder Long White Ordinary		Pc	100		
13	Folder Long Assorted Ordinary		Pc	100		
14	White Board Marker Blue Fine		Pc	5		
15	White Board Marker Red Fine		Pc	5		
16	Paper Clip Big Multi-Color Coated 50mm		Pc	3		
17	Paper Clip Small Multi-Color Coated 33mm		Ream	3		
18	Paper Fastener TM-20601 50 Set Per Box		Pc	5		
19	Staple Wire #35 Standard 5000's/Box		Box	10		
20	Plastic Envelope, Colored Long Size with Holder		Pc	50		
21	Sign Pen Black Ink 1.0 mm Needle Tip		Pc	4		
22	Special Paper Long 8.5" x 13" (Color Cream)		Pads	10		
23	Sticky Notes 2" x 3" 100 Sheets (Pastel)		Pads	10		
24	Sticky Notes 3" x 3" 100 Sheets (Pastel)		Pads	10		
25	Sticky Notes 4" x 3" 100 Sheets (Pastel)		Pack	10		
26	Tape, Transparent 1" x 50yd		Pack	2		
27	Sign Pen Black Ink 2.0 mm Needle Tip		Pack	4		
28	Ring Binder Cover A4		Pcs	20		
29	Ring Binder Long		Pcs	10		
30	Ring Binder large 51mm		Pcs	10		

		SUB - TOTAL:			
31	Ring Binder Roll Extra Small	Pcs	5		
32	Ring Binder Roll Small	Pcs	5		
33	Data File Box with Cover	Pads	10		
34	Data File Box Magazine Holder Stand	Pads	6		
35	Laminating Film	Pads	2		
36	Special Paper Long 8.5" x 13" (Color White)	Pcs	10		
37	Photo Paper Glossy A4/20's	Box	2		
38	Clear Book - Long (8.5" x 13" Refillable 20 Sheets)	Roll	20		
39	Electrical Tape	Pcs	2		
40	Tape Measure 100 Meters	Roll	1		
41	Wifi Duplex All-In-One Tank Printer	Unit	1		
42	Print Speed up to 15.5ipm for Black and 8.5ipm for Colour				
43	Auto-Duplex Printing				
44	ADF Capability				
45	Ethernet and Wifi Direct				
46	Borderless Printing up to A4 Size				
47	Spill-Free Ink Refilling				
48	A4 All-In-One printer	Unit	1		
49	Print Method: On-Demand Inkjet (Piezoelectric)				
50	Printer Language: ESC/P-R, ESC/P Raster				
51	Nozzle Configuration: 180 x 1 Nozzles Black, 59 x 1 Nozzles Per Colour (Cyan, Magenta, Yellow)				
52	Maximum Resolution: 5760 x 1440 dpi				
		Total:			
JANITORIAL SUPPLIES					
52	Alcohol, Ethyl 70% 1L	Bot	20		
53	Dishwashing Liquid 250ml/Bottle	Bottle	10		
54	Garbage Bag Large 20's/roll	Pack	20		
55	Garbage Bag 22x24 10's/roll BLACK - Medium	Pack	5		
56	Toilet Tissue Paper 2 - Ply Sheets	Pc	50		
57	Air Freshener (Lavender)	Bottle	1		
58	Garbage Bag 18"x20 10's/roll BLACK - Small	Pc	5		
59	Garbage Can Large with Lid 20L	Pc	3		
		Total:			

COMPUTER INKS						
60	Printer Epson L3110 Ink Refill BLACK 003		Bot	30		
61	Printer Epson L3110 Ink Refill CYAN 003		Bot	5		
62	Printer Epson L3110 Ink Refill YELLOW 003		Bot	5		
63	Printer Epson L3110 Ink Refill MAGENTA 003		Bot	5		
					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