



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

**BIDS AND AWARDS COMMITTEE OFFICE**

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Date: \_\_\_\_\_  
Quotation No. **QN-013**

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 \_\_\_\_\_ **10:00 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 use of City Budget Office with an of ABC of Two Hundred Thousand Four Hundred Fifty-Six Pesos and 03/100 (PHP 200,456.03)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
<b>Office Supplies</b>						
1	Ballpen with removable cap (Black) 0.5mm		pcs	40		
2	Ballpen with removable cap (Blue) 0.5mm		pcs	80		
3	Ballpen with removable cap (red) 0.5mm		pcs	40		
4	Ballpen with removable cap (violet) 0.5mm		pcs	40		
5	Ballpen with removable cap (Black) 0.7mm		pcs	40		
6	Ballpen with removable cap (Blue) 0.7mm		pcs	80		
7	Ballpen with removable cap (red) 0.7mm		pcs	40		
8	Ballpen with removable cap (violet) 0.7mm		pcs	40		
9	Battery, dry cell, AAA 4s/pack, ANSI 15A, IEC-LR6, Nominal Voltage: 1.5 volts		pack	4		
10	Battery, dry cell, AA 4s/pack, ANSI-24A, IEC-LR03, Nominal Voltage: 1.5 volts (Silver)		pack	6		
11	Bond paper long sub 20 (8.5" by 13) 500 sheets		reams	116		
12	Bond paper short sub 20 (8.5" by 11) 500 sheets		reams	100		
13	Brown Envelope long		pcs	30		
14	Brown Envelope short		pcs	15		
15	Carbon paper, 100 sheets per box long blue (film)		boxes	2		
16	Columnar Notebook (12 columns)		pcs	70		
17	Computer Mouse pad		pcs	2		
18	Correction pen		pcs	40		
19	Correction tape, 5mm x 10m		pcs	130		
20	Cutter Knife Big		pc	1		
21	Dater Stamp		pc	1		
22	DTR Form (500 pcs pad ) with "Overtime and Undertime" column		pad	2		
23	Envelope, mailing, 500 pieces long		boxes	1		
24	Pencil eraser, rectangular, BIG, dust free, Black/Blue		pcs	3		
25	Fastener, plastic, 70mm between prongs, 50 sets per box		boxes	2		
26	Flash Drive, 32GB USB 3-0		pc	1		
27	Folder Expanded legal (green)		pc	25		
28	Folder long White		pcs	30		
29	Folder long assorted colors		pcs	20		
30	Folder short white		pcs	20		
31	Glue, all-purpose 130ml		pc	1		
32	Highlighter asst. Color		pcs	15		
33	Illustration Board, 30"x40"		pcs	4		
34	Permanent Marker, Fine (Black)		pcs	4		
35	Masking tape 1" x 25 yd		pcs	2		
36	Packing tape 2" Tan x 100m		pcs	3		
37	Paper Clip Big Multi-color coated 50mm		boxes	2		
38	Paper clips small Multi-color coated 33mm		boxes	2		
39	Paper fastener (steel) 50 sets/box		boxes	2		
40	Paper tape size 1/2" , 0.5inx10yd		pcs	2		
41	Pencil # 1 lead with eraser 12's/box		boxes	3		
42	Photo paper glossy A4/20's		pack	6		
43	Plastic envelope, ordinary, long size		pcs	5		
44	Puncher, paper, heavy duty, with two hole guide 1 piece in individual box		pc	1		
45	Push pins colored 50 pc/box		pc	1		

46	Record book, 300 pages, size: 214mm x 278mm min		pcs	2		
47	Record book, 500 pages, size: 214mm x 278mm min		pcs	3		
48	Rubber band 70mm min lay flat length 350 grams min, thickness 1.00mm (min)		boxes	1		
49	Ruler, plastic, 1 piece in individual plastic		pcs	2		
50	Sign pen black ink 0.5mm needle tip		pcs	8		
51	Special paper long 8"x13" (Color cream)		ream	1		
52	Stamp pad ink, black, 30ml		bot	3		
53	Stamp pad ink, purple or violet, 30ml		bot	4		
54	Staple wire #35 standard 5000s/box		boxes	8		
55	Sticker paper white (matte) A4 size 10s/box		pack	4		
56	Sticky notes 2" x 3" 100 sheets (pastel)		pads	2		
57	Tape, Transparent 1" x 50yd		pcs	6		
58	Tape, Transparent 2" x 100m		pcs	3		
					<b>Total:</b>	
<b>Janitorial Supplies</b>						
59	Air freshener (320ml lemon)		bot	6		
60	Disinfectant spray 340 gm		bot	10		
61	Alcohol, ethyl 70% 500ml		bot	35		
62	Broom, Soft (Tambo), Weight: 200g minimum Tiger Grass		pc	1		
63	Brush (laundry)		pc	1		
64	Brush with long wood handle (Plastic brush with wooden handle)		pc	1		
65	Detergent powder 65gm/sachet with fabric conditioner		pack	15		
66	Detergent soap bar (4 slices/bar)		pcs	16		
67	Dishwashing liquid 250ml/bottle		bot	12		
68	Disinfectant, bleaching solution (1000ml multi-purpose color safe, blossom fresh violet bottle)		bottles	12		
69	Door mat, braided		pcs	2		
70	Dust pan with long handle, non-rigid plastic (large)		pc	1		
71	Fabric softener 27ml/sachet anti bac		pack	10		
72	Garbage bag 11" x 11" x 24" 20s/roll black		pack	7		
73	Garbage bag large 20's/roll		pack	4		
74	Hand soap, bar 90gm/bar individual wrap, pure white bar soap		pcs	12		
75	Hand Towel (rectangular size) 14" x 5" min.		pcs	5		
76	Multi-Insect spray/killer, water based odor-less 500ml min.		bot	1		
77	Plastic bag 3" x5' x 100s		pack	4		
78	Sando bag large x 100s white		pack	7		
79	Toilet bowl cleaner, 500ml plastic bottle with an active green formula		bot	7		
80	Toilet Tissue paper 2-plys sheets		pcs	40		
81	Transparent plastic bag, 16 x 24 x 100'a, thick, high density, clear		pack	2		
82	Water dipper, plastic (Tabu) size 1.31 min		pc	1		
83	Water pail, plastic with metal handle (24liters min)		pc	1		
					<b>Total:</b>	

<b>Computer Inks</b>						
84	Printer Epson L3110 ink Refill Black 003		bottles	8		
85	Printer Epson L3110 ink Refill Cyan 003		bottles	5		
86	Printer Epson L3110 ink Refill Yellow 003		bottles	5		
87	Printer Epson L3110 ink Refill Magenta 003		bottles	5		
88	Toner for MP2014		tubes	2		
						<b>Grand Total:</b>

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