

SF-GOOD-60

**REQUEST FOR QUOTATION
(53.9 "Small Value Procurement")**

**Ceejay's Enterprises
RC Lim Marketing
GAB Enterprises**

Date: September 18, 2020

Quotation No.: 0476

Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before September 29, 2020 at 10:00 a.m.**

ERWIN E. BERNARDO
BAC-Chairperson

Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.

1. DELIVERY PERIOD **TEN (10) CALENDAR DAYS**
2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
8. Bidders are requested to submit **PHILGEPS Platinum Certificate, Omnibus Sworn Statement and BUSINESS/MAYOR'S PERMIT**
9. Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.
10. For Tires and Batteries, **ONE (1) YEAR WARRANTY**

ITEM NO.	ITEM & DESCRIPTION	BRAND NAME	QTY	Unit	UNIT PRICE	TOTAL
	OFFICE SUPPLIES					
1.	Audio Cassette Tape, blank for 60 min. recording Estimated Cost: P20,000.00		400	pieces		
2.	Ballpoint Pen, extra fine, oil gel, technogrip, black Estimated Cost: P109,980.00		6,110	pieces		
3.	Ballpoint Pen, extra fine, oil gel, technogrip, blue Estimated Cost: P64,890.00		3,605	pieces		
4.	Ballpoint Pen, extra fine, oil gel, technogrip, red Estimated Cost: P3,960.00		220	pieces		
5.	Cartolina, Linen – white Estimated Cost: P200.00		10	pieces		
6.	Chipboard, No. 70 Estimated Cost: P180.00		10	pieces		
7.	Folder, Binding - 3-Ring, for A4 size Estimated Cost: P1,916.00		4	pieces		
8.	Folder, hanging - long (Tagboard) Estimated Cost: P660.00		10	pieces		
9.	Glue, padding - 1/4 kg. Estimated Cost: P105.00		1	jar		
10.	Ink, Marking Pen, permanent (Black/Blue), 30 ml Estimated Cost: P840.00		8	bottles		
11.	Ink, Marking Pen, permanent (Red) Estimated Cost: P468.00		4	bottles		
12.	Ink, Numbering Machine – black Estimated Cost: P480.00		3	bottles		
13.	Notebook, 80 leaves (spiral) Estimated Cost: P42.00		3	pieces		
14.	Notebook, Engineers Field Notebook Estimated Cost: P795.00		15	pieces		
15.	Paper, Book - 11 inches x 17 inches Sub-20 Estimated Cost: P2,680.00		10	reams		
16.	Paper, Cambric Board - long (10 pcs/pk) Estimated Cost: P300.00		6	packs		
17.	Paper, Cambric Board - short (10 pcs./pk) Estimated Cost: P220.00		5	packs		
18.	Paper, Felt - assorted colors (Red, Green, Pink, Orange) Estimated Cost: P100.00		5	pieces		
19.	Paper, Linen - short (assorted colors) 10 pcs./pk)		2	packs		

20.	Paper, Linen - short (white 10 pcs./pk) Estimated Cost: P78.00		2	packs		
21.	Paper, Photo - 10s/pk (A4 size) Estimated Cost: P430.00		2	packs		
22.	Paper, Specialty Board, 220gsm - 8-1/2 x 13, 10's/pack Estimated Cost: P660.00		12	packs		
23.	Paper, Sticker (white matte) - 8.5 x 13 Estimated Cost: P528.00		6	packs		
24.	Paper, Vellum (White) Long 20s/pack Estimated Cost: P4,940.00		130	packs		
25.	Paper, yellow-ruled, 145mm x 210mm (A5) Estimated Cost: P530.00		10	pads		
26.	Pigment Gel Ink Refill, waterbase – black Estimated Cost: P1,650.00		25	pieces		
27.	Sign Pen, high tech pen, green Estimated Cost: P624.00		26	pieces		
28.	Sign Pen, high tech pen, violet Estimated Cost: P240.00		10	pieces		
29.	Staple Wire, # 10-HD, 12s/box Estimated Cost: P3,232.00		32	boxes		
30.	Tape, Double Adhesive - 1/2 inch Estimated Cost: P390.00		10	rolls		
31.	Tape, Duct 2 inches Estimated Cost: P100.00		1	piece		
32.	Tape, masking, 12mm (1/2 inch) Estimated Cost: P39.00		3	rolls		
33.	Thumbtacks, No 2, 100s/box Estimated Cost: P10.00		1	box		
Purpose: For official use in the Office of the City General Services-Stocks (3rd Quarter), this city						

Brand and Model _____
Warranty : _____
Price Validity : _____

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

Printed Name / Signature

Tel. No. / Cellphone No.
e-mail address

Date