

SF-GOOD-60

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

**Ceejay's Enterprises  
RC Lim Marketing  
ZC LM Enterprises**

Date: March 28, 2022

Quotation No.: 0166

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 April 8, 2022 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 REGISTRATION NUMBER/ 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**
11. **Bidders are required to indicate unit price per item, type written or legibly hand-written.**

ITEM NO.	ITEM & DESCRIPTION	BRAND NAME	QTY	Unit	UNIT PRICE	TOTAL
	<b>OTHER DEVICES</b>					
1.	Cutter Knife, Heavy Duty with Metal Handle <b>Estimated Cost: P18,000.00</b>		40	pieces		
2.	Cutter, paper w/ board (12 inches x 15 inches) <b>Estimated Cost: P2,574.00</b>		2	units		
3.	Cutter, paper w/ board (18 inches x 15 inches) <b>Estimated Cost: P6,512.00</b>		4	units		
4.	Dater, stamp – manual <b>Estimated Cost: P1,700.00</b>		34	pieces		
5.	Desk Tray, 3-layer, metal - 1,170 gms. <b>Estimated Cost: P37,895.00</b>		53	units		
6.	Desk Tray, double, wire mesh, assorted colors - 780 gms. <b>Estimated Cost: P6,402.00</b>		11	pieces		
7.	Staple Remover, steel handle, plier type <b>Estimated Cost: P4,700.00</b>		47	pieces		
8.	Stapler, No. 10 - Heavy Duty <b>Estimated Cost: P2,240.00</b>		80	pieces		
9.	Tape, measuring - surveying (fiber glass 30 meters) <b>Estimated Cost: P3,135.00</b>		3	units		

**Purpose: For official use in the Office of the City General Services-Stocks (1<sup>st</sup> 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*