

SF-GOOD-60

**REQUEST FOR QUOTATION
(53.9 "Small Value Procurement")****RC Lim Marketing
ZC LM Enterprises
Ceejay's Enterprises**

Date: April 5, 2022

Quotation No.: 0194

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 13, 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
	OFFICE DEVICES					
1.	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction Estimated Cost: P10,400.00		1	unit		
2.	Blade, for cutter NT-500, 10s Estimated Cost: P720.00		60	tubes		
3.	BLADE, heavy duty cutter(L500), 10 pcs./pack Estimated Cost: P118.44		12	packs		
4.	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box Estimated Cost: P17,510.28		123	units		
5.	CALCULATOR, SCIENTIFIC, 1 unit per box Estimated Cost: P19,718.40		60	units		
6.	CUTTER BLADE, heavy duty cutter, 10 pieces per tube Estimated Cost: P937.38		102	tubes		
7.	CUTTER KNIFE, heavy duty Estimated Cost: P2,608.32		132	pieces		
8.	CUTTER, heavy duty Estimated Cost: P1,774.08		77	pieces		
9.	DATING AND STAMPING MACHINE Estimated Cost: P5,740.56		12	pieces		
10.	PUNCHER, heavy duty Estimated Cost: P10,092.40		92	pieces		
11.	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box Estimated Cost: P12,570.80		110	pieces		
12.	SCISSORS, (6") Estimated Cost: P1,125.86		82	pairs		
13.	SHARPENER, single cutterhead Estimated Cost: P376.00		2	pieces		
14.	Staple Remover, twin jaws Estimated Cost: P348.60		20	pieces		
15.	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling		1	piece		

	capacity, min 100 staples, with adjustable paper guide Estimated Cost: P878.80					
16.	STAPLER, standard Estimated Cost: P33,603.44		409	pieces		
17.	TAPE DISPENSER, table top Estimated Cost: P5,392.36		113	pieces		

Purpose: For official use in the Office of the City General Services-Stocks (1st Quarter), this city

Brand and Model : _____
Delivery Period : _____
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