

Amount: **P77,110.00**

SF-GOOD-60

REQUEST FOR QUOTATION
(53.9 "Small Value Procurement")

5MJ Marketing
RC Lim Marketing
ZC LM Enterprises

Date: February 7, 2023
 Quotation No.: 0096
 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 February 13, 2023 at 10:00 a.m.**

ATTY. ALEXANDER ERIC F. ELIAS
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 SUPPLIES					
1.	Cutter Knife, Heavy Duty with Metal Handle Estimated Cost: P4,860.00		9	pieces		
2.	Cutter, paper w/ board (18 inches x 15 inches) Estimated Cost: P7,816.00		4	units		
3.	Dater, stamp – manual Estimated Cost: P3,360.00		56	pieces		
4.	Desk Tray, 3-layer, metal - 1,170 gms. Estimated Cost: P32,604.00		38	units		
5.	Desk Tray, double, wire mesh, assorted colors - 780 gms. Estimated Cost: P13,960.00		20	pieces		
6.	Puncher, ID Slot – original Estimated Cost: P594.00		1	unit		
7.	Staple Remover, steel handle, plier type Estimated Cost: P4,200.00		35	pieces		
8.	Stapler, No. 10 - Heavy Duty Estimated Cost: P7,208.00		212	pieces		
9.	Tape, measuring - surveying (fiber glass 30 meters) Estimated Cost: P2,508.00		2	units		

Purpose: For the 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