



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9

Date: SEP 22 2020
PR No: GF-20-02-00216

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **Reprinting of GAD Books and Others**
Approved Budget for the Contract : **Php 376,000.00**
End-User / Implementing Office : **Office of the City Mayor**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than SEP 25 2020 10:00 AM Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI / SEC);
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2018) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **Reprinting of GAD Books and Others**
Quezon City Local Government
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2/F Procurement Department, Finance Building
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For any clarification you may contact us at 89884242 loc. 8506/8709.

ATTY. DOMINIC B. GARCIA
Officer-in-Charge/Head, BAC-Secretariat

TERMS AND CONDITIONS

- Bidders shall **provide correct and accurate** information required in this form.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The City General Services Department (CGSD) shall have the right to inspect the goods.
- Non-submission of eligibility documents shall mean disqualification of Quotation.
- Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	REVISED QC GAD CODE BOOK (Reprinting) Size: 6 inches x 8 inches Paper: Book Paper Inside: Black and White Printing Cover: Full Color / C2S 120 thickness glossy coat Pages: 108 pages including cover Binding: Perfect Binding Paper Lamination of Cover: Full Glossy Coat	copies	300		
2	LOCALIZATION OF MAGNA CARTA WITH APPENDICES (QC GAD-related Ordinances and other related laws) (Book) (Reprinting) Size: 8.5" x 11" Paper: Book Paper Inside: Black and White Printing Pages: 202 pages Color of Cover - Full Color (198 pages inside; 4 pages cover) Binding: Perfect Binding Paper Lamination of Cover-Full Glossy Coat	copies	300		
3	INFO-BITS "Banigs" (Gender and Anti-Catcalling/GAD Focal Mechanism) Size: 8.5" x 11", lettersize jpeg file, Colored glossy coat back to back full color / C2S 120 thickness Page: 1 Page Paper Lamination: Full Glossy Coat	copies	5,000		
4	IEC MATERIALS on SAFE CITIES PROGRAM (Leaflet) Size: 8.5" x 16", Paper Full Color / C2S 220 Thickness glossy coat Pages: 1 Page (front and back with 4 folds and scoring) Paper Lamination: Full glossy coat	copies	5,000		
5	IEC MATERIALS on VAWC Size: 8.5" x 16" Paper Full Color / C2S 100 thickness glossy coat (Full) Pages: 1 Page (front and back with 4 folds and scoring C2S 100) Paper Lamination: Full Glossy Coat	copies	5,000		
	** All Lay-out and conceptualization will be provided by the End-User				
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Three (3) Months
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address