



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

SEP 22 2020

Date:

PR No:

GF-20-09-01455

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **PROCUREMENT OF SOUVENIRS AND OTHERS**

Approved Budget for
the Contract : **Php 241,300.00**

End-User /
Implementing Office : **Quezon City Tourism Department**

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 A.M. 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; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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: **Procurement of Souvenirs and Others**
Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound

For any clarification you may contact us at 89884242 loc. 8505/8709.


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

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.

2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.

4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.

5. 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.

6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

7. The City General Services Department (CGSD) shall have the right to inspect the goods.

8. Non-submission of eligibility documents shall mean disqualification of Quotation.

9. 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.

10. 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	Wreath w/ stand: assorted flowers	Set	2		
2	Drop Banner: 3ft.x6ft., with wooden frame, 12oz (as per end-user's design/layout)	Piece	50		
3	Tie Wire: # 16, 20kgs./roll	Roll	1		
4	Altar Riser for the image of La Naval: customized design w/ stairs; made of plywood; size: 3ft.H x 7ft.L x 8ft.W; includes flower arrangement for the whole duration of event (as per end-user's design/layout)	Unit	1		
5	Souvenirs/Giveaway: Round-neck T-shirt w/La Naval image pint, color: white; size: S, M, L, XL, 100% Cotton, (50pcs/size) (as per end-user's design/layout)	Piece	200		
6	Souvenirs/Giveaway: Customized Carton Hand Fan w/ La Naval image print (back); size: 8.5 inches x8.5 inches, with 81 st Foundation Logo print (front) (as per end-user's design/layout)	Piece	200		
7	Souvenirs/Giveaway: Rosary made of plastic: chain length: 60cm; cross length:4.5cm x 2.7cm	piece	200		
8	Packed Meals: steamed rice, grilled chicken/liempo, mixed veggie, seasoned fruits, bottled water 350ml	Pax	150		
9	Gift Basket: extra-large assortment of fresh fruits including high quality basket with one 750ml bottle of wine	Set	1		
	Total Quoted Amount				

Amount in Words: _____

_____.

Delivery Period : Seven (7) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

GF-20-09-01455