



Republic of the Philippines  
QUEZON CITY GOVERNMENT

BAC- Goods and Services  
2nd Floor, Procurement Department,

Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : November 24, 2020  
PR No. : GF-20-06-01040

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF MAPS**  
Approved budget of the Contract : **Php 682,860.00**

End-User /  
Implementing Office : **CITY TREASURER'S OFFICE (QUEZON CITY PUBLIC LIBRARY)**

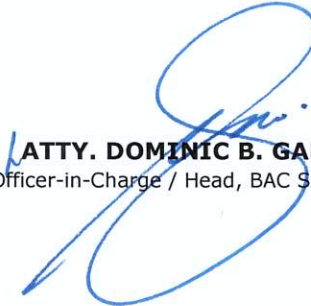
Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than November 27, 2020, 10:00 AM Philippine Standard Time, together with the following documents of your 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; and
- 5 Omnibus Sworn Statement prescribed by **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 MAPS**  
**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. 8506/8709.

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

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**TERMS AND CONDITIONS**

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
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	<ul style="list-style-type: none"> <li>• <b>Map of the World</b> <i>Specifications:</i> 2020 edition updated, political map of the world, with world time zone, mercator projection, color per country, Philippines on the east, digitally printed in full vibrant colors, size:38x56 inches, laminated front and back for durability and lasting use, gloss laminated writable with whiteboard marker, with top and bottom plastic poles and hangers.</li> <li>• <b>Map of the Philippines</b> <i>Specifications:</i> 2020 edition updated, scale 1: 1,140,000mts, color 38x56 inches, laminated front and back for durability and lasting use, gloss laminated writable with whiteboard marker, with top and bottom plastic poles and hangers.</li> <li>• <b>Map of Asia</b> <i>Specifications:</i> 2020 edition updated, political map, colored per country, showing all capital in asian continent, azimuthal equal area projection, digitally printed in full vibrant colors, size: 40x52 inches, laminated front and back for durability and lasting use, gloss laminated writable with whiteboard marker, with top and bottom plastic poles and hangers.</li> <li>• <b>Free 18 pcs Regional Maps of the Philippines (flip-type size 24x36inches)</b> <i>Specifications:</i> 2020 edition, updated, 18sheets of maps, political map colored per province, includes all towns and cities and capitals, showing national and provincial roads, with products produce per region, with data and statistics: Population per region, flip-type (Bundled using aluminum bar) digitally printed in full vibrant colors, size: 24x36 inches, laminated front and back for durability and lasting use, gloss laminated writable with whiteboard marker.</li> </ul>	copy	19		

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2	<b>Map of Quezon City</b> <i>Specifications:</i> 2020 edition, political map of Quezon City, congressional boundaries, digitally printed in vibrant colors, size: 40x60 inches, laminated front and back for durability and lasting use, gloss laminated writable with whiteboard marker, with top and bottom plastic poles and hangers.	copy	19		
<b>Total Quoted Amount</b>					

Amount in Words: \_\_\_\_\_  
 \_\_\_\_\_

Delivery Period : Thirty (30) Calendar Days  
 Warranty : \_\_\_\_\_  
 \_\_\_\_\_  
 Signature over printed name  
 \_\_\_\_\_  
 Office Telephone No./Fax/Mobile No.  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 E-mail Address

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