



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

Date : November 10, 2020  
PR No. : GF-20-08-01211

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF VARIOUS FURNITURES AND FIXTURES**  
Approved budget of the Contract : **Php 492,000.00**  
End-User / Implementing Office : **OFFICE OF COUN. MATIAS JOHN DEFENSOR**

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 13, 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 VARIOUS FURNITURES AND FIXTURES**

**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.

**(Sgd) 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 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	<b>FILING CABINET (Wall)</b> 6 doors, .75 inch thick, fine wood, beige, size: W96 x D24 x H24 inches	piece	2		
2	<b>FILING CABINET (Ground)</b> 4 doors big, .75 inch thick, fine wood, beige, size: W32 x D96 x H24 inches	piece	3		
3	<b>FILING CABINET (Ground)</b> 4 doors, 2 drawers, .75 inch thick, fine wood, beige, size: W60 x D36 x H36	piece	1		
4	<b>SOFA SET (3 pcs)</b> Upholstered, Material: Polyester Pice 1=2pcs W28.5 x D30.5 x 29.5 inches, with arm rest, Weight: 30 pounds, Quilted Dakota beige Pice 2=1pc (Love Seats) W49 x D28.5 x H29.5 inches, weight 45 pounds with arm rest, with nailed head, Quilted Dakota Beige	set	1		
5	<b>EXECUTIVE TABLE WITH SIDE TABLE</b> Table top, Particle Board with melamine Heat resistant melamine laminated with 2mm PVC edging, 4 drawers and wooden legs, rosewood finish, W60 x D48 x H48 inches, side table W36 x D24 x H48 inches p	piece	1		
6	<b>EXECUTIVE CHAIR (HIGH BACK CHAIR)</b> Black fabric upholstery back and seal molded foam, cushion, nylon twin caster lockable tilting mechanism, polyurethane armrest, backrest, pneumatic height adjustment, black	piece	1		
7	<b>JUNIOR CHAIR EXECUTIVE</b> Black upholstery back and seal molded foam cushion, medium height, polyurethane armrest, with adjustment	piece	4		
8	<b>VISITOR CHAIRS</b> Black upholstery back and seal molded foam cushion, medium height	piece	4		
9	<b>VISITOR CHAIR (3 in 1)</b> Steel chair, for 3 persons, made of steel, HD, with arm rest	piece	1		
10	<b>OFFICE TABLE</b> L-type with modular desk partition, blue	piece	4		
11	<b>CENTER TABLE (Coffee Table)</b> Glass, with steel feet, 4 ft.	piece	1		
<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