



REQUEST FOR QUOTATION
SHOPPING
(SECTION 52.1b)

Date : November 3, 2020
PR No. : GF-20-09-01688B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF FILING CABINET, TABLE AND OTHERS**
Approved budget of the Contract : **Php 113,049.10**
End-User /
Implementing Office : **Office of the City Mayor (Quezon City Protection Center)**

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 6, 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;
- 5 Income/Business Tax Return (for FY 2019) (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 : **PROCUREMENT OF FILING CABINET, TABLE 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. 8506/8709.


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 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	Freestanding Table Dimension: 140W x 70D x 75H cm Heavy duty, Steel Legs, with Drawer Material: powder coated metal Desk design: computer desk; Desk Shape: Standard; Desk Features: ergonomic Color: Light grey	pc	2		
2	Mobile Drawer Mobile pedestal Filing cabinet Dimension: L400 x W560 x H665 mm Color: Light grey	pc	2		
3	Clerical Chairs Mid back with armchair, heavy duty, gas lift, caster wheel, armrest Special customize fabric color apple green, material: polyester Back Width 45-55cm; Back height: 60-69cm; Chair surface width: 45-55cm; chair surface length: 42-52cm	pc	2		
4	Steel Vertical Filing Cabinet 4 drawer vertical filing cabinet with plastic divider Powder coated finish, Anti-Tilt mechanism, quiet closing 3 sectional railings for smooth actions Center locking system Size: 45.2 x 62 x 133 cm Color: Light grey	pc	3		
5	Steel Lateral Filing Cabinet 3 Drawer lateral filing cabinet with divider Powder coated finish, anti-Tilt mechanism; central locking system Size: L35.43" x W17.72" x H52.3" Color: Light grey	pc	2		

6	Computer Table Computer table with stand 3-layer tower, keyboard drawer, 2 speaker Material: are made of wood, 2 nd layer is made of tempered glass Body is made of paint coated steel Shelves and top printer shelf, 4 wheeler caster, 39cm	pc	4		
7	Gang Chair 4 seater Ergo dynamic 4 seater metal gang chair Arm and footrest are made of stainless steel Panel 1.5-1.8mm in thickness Backrest and seat in powder coating finish	pc	1		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Thirty (30) calendar days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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