



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



**REQUEST FOR QUOTATION**  
**Shopping 52.1 b**

Date: DEC 01 2020  
 PR No: GF-20-07-01179

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Project Title : **VARIOUS SUPPLIES (EXTENSION CORD AND OTHERS)**  
 Approved Budget for the Contract : **Php 85,171.12**  
 End-User / Implementing Office : **CITY PLANNING AND DEVELOPMENT 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 DEC 04 2020 10:00AM 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: **VARIOUS SUPPLIES (EXTENSION CORD 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 and 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 initialed 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	Extension Cord 5 meters, surge protector with line filter, 5 socket	Piece	3		
2	Cloth Tape 50m/roll, gray, black, blue	Piece	6		
3	Car Freshner in can, 42g	Can	80		
4	Floor Wax Liquid type, natural 250g	Piece	20		
5	USB/Flash Drive 32GB capacity USB 2.0 Port, Plug and Play	Piece	10		
6	Keyboard USB (branded)	Piece	5		
7	Memory Card SD SD Card, 16GB capacity	Piece	10		
8	Battery battery, 9 V	Pack	20		
9	Fluorescent Bulb LED Tube, 9W	Piece	15		
10	Floor Mop Trolley for floor mop, squeeze type	Piece	1		
11	Polishing Pad for Wilson Polisher, 16 inch	Piece	3		
12	Rubber Gloves Common Materials nitrile, thickness 4mil, any color, medium size	Piece	12		
13	Toilet Deodorant Cake 99% paradicholobenzine, 100gm, with handle	Piece	24		
14	Rugby cement, contact cement, 300ml/bottle	Bottle	6		
15	Glass Cleaner Telescopic extendable window squeegee, 24 x 10 inches (LW)	Piece	2		

16	White Board 100cm 70cm (LW), whiteboard type, white, magnetic	Piece	8		
<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

\_\_\_\_\_  
 Email Address

GF-20-07-01179