



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)**

Date: December 9, 2020  
PR No: GF-20-08-01237

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

**VEST POLYESTER AND OTHERS**

Project Title : \_\_\_\_\_  
Approved Budget for the Contract : **Php 227,242.08**

End-User / Implementing Office : **SOCIAL SERVICES 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 December 14, 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 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: **VEST POLYESTER AND OTHERS**

**Quezon City Local Government**  
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**2/F Procurement Department, Finance Building**  
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For any clarification you may contact us at 89884242 loc. 8505/8709.

  
**LATTY. 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	<b>Vest-Polyester</b> Gabardine Fabric. 100% Polyester, good quality, customize design, print logo, any color with one zippered utility pocket at the back	PIECE	100		
2	<b>Signage Tarpaulin</b> 10 ounce, full color, size: W 2 ft., L-3 ft. with the following print: • COMMUNITY KITCHEN	PIECE	6		
3	• INTERVIEWING AREA	PIECE	6		
4	• CHILD FRIENDLY SPACE	PIECE	6		
5	• PREGNANT WOMEN AND LACTATING AREA	PIECE	6		
6	• PET AREA	PIECE	6		
7	• INQUIRY / INFORMATION DESK	PIECE	6		
8	• PWD & ELDERLY FRIENDLY SPACE	PIECE	6		
9	• WASH FACILITY	PIECE	6		
10	• UGALIIN MAGSUOT NG "FACE MASK"	PIECE	12		
11	• UGALIIN MAGHUGAS NG KAMAY O GUMAMIT NG ALCOHOL"	PIECE	6		
12	• PANATILIHIN AND ISANG METRONG DISTANSYA SA BAWAT ISA (PHYSICAL DISTANCING)	PIECE	6		
13	• PANATILIHIN 1.5 METRO DISTANSYA (PHYSICAL DISTANCING)	PIECE	6		
14	<b>Signage Tarpaulin</b> 10 ounce, full color. size: W-2 ft.. L- 3 ft. with the following print: <b>ORAS NG PAGKUHA NG PAGKAIN:</b> ALMUSAL - 5:30AM-7:30AM TANGHAUAN - 1 1:30AM-12:30PM HAPUNAN - 6:00PM-7:00PM	PIECE	6		
15	Signage Tarpaulin 10 ounce full color, size: W-5 ft.. L-4 ft., with the following print: <b>MGA DAPAT TANDAAN HABANG NASA LOOB NG "RELIEF OPERATION CENTER"</b> • Panatilihin ang 1.5 metrong distansya sa pagpapatala. • Ang bawat pamilya ay may 1 card/control pass • Manatiling nasa loob ng tent, ang inatasan na may "CONTROL PASS" lamang ang maaaring lumabas sa takdang oras para kumuha ng pagkain • Sumunod sa tamang daanan. "PASUKAN AT LABASAN" • Bigyan prioridad and mga matatanda, PWD at Buntis • Ang paninigarilyo, pagsusugal. at pag-inom ng alak ay mahigpit na ipinagbabawal • Panatilihin ang kaayusan. at kalinisan sa lahat ng oras Pansamantalang ilagak ang mga alagang hayop sa nakatalagang "PET AREA"	PIECE	6		
<b>Total Quoted Amount</b>					

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

Delivery Period : Fifteen (15) Calendar Days

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Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

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

GF-20-08-01237