



**REQUEST FOR QUOTATION**  
**SHOPPING**  
**(SECTION 52.1b)**

Date : December 9, 2020  
 PR No. : GF-20-10-01810

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Project Title : **PROCUREMENT OF VARIOUS SUPPLIES (HAND SOAP SOLUTION AND OTHERS)**  
 Approved budget of the Contract : **Php 91,233.52**  
 End-User / Implementing Office : **QUEZON CITY GENERAL HOSPITAL**

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 **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 SUPPLIES (HAND SOAP SOLUTION 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	All Purpose Cleaner 1 Liter, with anti-microbial system	liter	5		
2	Alcohol ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	453		
3	Battery, AA, (rechargeable)	packet	5		
4	Cleaner, Toilet Bowl and Urinal 900ml-1,000ml cap	bottle	50		
5	Detergent Powder all purpose, 1kg per plastic pouch	pouch	56		
6	Diswashing Liquid, any scent	bottle	15		
7	Dishwashing Sponge	piece	12		
8	Hand Sanitizer, 500ml, unscented	bottle	12		
9	Pillow Block Square Pillow, cotton, 20x20cm	piece	4		
10	Rags, All Cotton, 32 pieces per kilo per bundle	bundle	93		
11	Bathroom Soap 90 grams, 1 piece in individual box	piece	25		
12	Certificate Holder, A4	piece	10		
13	Corkboard 4x8ft	piece	2		
14	Double-Sided Tape	piece	8		
15	Hand Soap Solution, 1L	bottle	8		
16	Round Plastic Stool-heavy duty	unit	10		
17	Extension Cord-20m	piece	3		
18	Acetone, 500ml	bottle	10		
19	Air Sanitizer, 300ml/can	can	1		
20	Dishwashing Sponge	piece	8		
21	Dishwashing Liquid, 500ml	bottle	8		
22	Hand Gel, 2 gallon	bottle	1		
23	Table Napkin Folded	pack	12		
<b>Total Quoted Amount</b>					

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

Delivery Period : Fifteen (15) calendar days  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address