



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
 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-20-10-01814

Name of Company : _____
 Address : _____
 Contact No. : _____

Project Title : **PRINTING OF FORMS**

Approved budget of the Contract : **Php 279,800.00**

End-User / Implementing Office : **Liquor Licensing and Regulatory Board**

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 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; and
- 5 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 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.

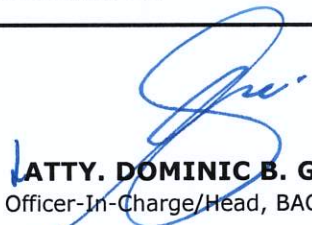
in a **SEALED LONG BROWN ENVELOPE** shall:

- 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 : **PRINTING OF FORMS**

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.
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
	NON - ACCOUNTABLE FORMS				
1	LIQUOR REGULATORY PERMIT (8 1/2 x 11") 2 sheets per set 50 sheets per pad Ply 1: white, full color printing, back to back printing, Ply 2: blue, black & white printing, back to back printing	PADS	100		
2	APPLICATION FOR LIQUOR LICENSING & REGULATORY PERMIT (8 1/2 x 13") 2 sheets per set, 50 sheets per pad, Ply 1: white, full color printing, back to back printing, Ply 2: yellow, black & white printing, back to back printing	PADS	100		
3	NOTICE OF VIOLATION (8 1/2 x 11") 2 sheets per set, 50 sheets per pad Ply 1: white, full color printing, Ply 2: green, black & white printing	PADS	50		
4	1ST INDORSEMENT TO THE CITY LEGAL OFFICE (8 1/2 x 13") 2 sheets per set, 50 sheets per pad, 1 side printing, Ply 1: white, full color printing, Ply 2: blue, black & white printing. Ply 3: pink, black & white printing. Ply 4: yellow, Ply 5: green, black & white printing.	PADS	50		
5	ORDER OF PAYMENT (6 1/2" x 8 1/2") with Logo, 2 sheets/set. Ply 1: white, full color printing, Ply 2: blue, black & white printing	PADS	100		
6	LETTER TO RENEW (8 1/2 x 13") 2 sheets /set, 50 sheets per pad Ply 1: white, full color printing, Ply 2: blue, black & white printing	PADS	30		
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