



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 09, 2020
PR No: GF-20-10-01892

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

Project Title : **PROCUREMENT OF STARTER TOOL KIT (MANICURE AND PEDICURE AND HILOT-WELLNESS SPA)**

Approved Budget for the Contract : **Php 100,000.00**

End-User / Implementing Office : **OFFICE OF THE CITY MAYOR**

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, 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: **PR OCUREMENT OF STARTER TOOL KIT (MANICURE AND PEDICURE AND HILOT-WELLNESS SPA)**

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.


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
A. 25 SETS OF MANICURE AND PEDICURE TOOL KIT					
1	3.5 inch Cuticle Nipper-Stainless Steel	piece	25		
2	5 inch Cuticle Pusher-Stainless Steel	piece	25		
3	3 inch Foot Nail Cutter-Stainless Steel	piece	25		
4	2.5 inch Hand Nail Cutter-Stainless Steel	piece	25		
5	Nail Brush Plastic, Soft Bristle	piece	25		
6	14x10x8 inch. Storage Box Plastic-Clear with Lid Lock, 2 Layer, Carry handle.	piece	25		
7	8 inch. Long Emery Board-80/100 coarse	piece	25		
8	Orange Woodstick-1.77mm. Smooth Texture	piece	25		
9	Cotton Balls- 300balls per Pouch	pouch	25		
10	120ml. Cuticle Remover	bottle	25		
11	120ml. Nail Polish Remover (Acetone)	bottle	25		
12	25ml. Antiseptic (Merthiolate)	bottle	25		
13	15ml. Colored Nail Polish-Preferably Touch of Tan	bottle	50		
14	15ml. Colorless Nail Polish	bottle	50		
15	Low Stool-Round Hard Plastic, Floding Type	piece	25		
16	12x12inch. FaceTowel-100% Cotton, Color White	piece	25		
B. 25 SETS OF HILOT-WELLNESS SPA STARTER TOOL KIT					
17	250ml. Mineral Oil	bottle	25		
18	250ml. Rubbing Alcohol	bottle	50		
19	12x12inch. Face Towel-100% Cotton, Color White	piece	50		
20	6x6inch. Face Towel-100% Cotton, Color White	piece	50		
21	28x55inch. Bath Towel-100% Cotton, Color White	piece	50		
22	Face Mask-Washable, Color White, Pure Cotton Fabric	piece	50		
23	Hairnet	piece	50		
24	Bag for Hilot-Wellness Tools-Waterproof, Folding Insulation, Color Black	piece	25		
25	Scented Candle-Aromatherapy Wax with Essential Oil Ingredients	piece	50		
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