



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SHOPPING
(SECTION 52.1b)

Date : DEC 09 2020
PR No. : GF-20-10-01912

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS SUPPLIES FOR THERAPY SESSIONS**
Approved budget of
the Contract : **Php 124,998.30**
End-User /
Implementing Office : **OFFICE OF THE CITY MAYOR (KABAHAGI)**

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;
- 5 Income/Business Tax Return (for FY 2019) (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 : PROCUREMENT OF VARIOUS SUPPLIES FOR THERAPY SESSIONS
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	Pencil grips; kids writing pencil holder; leaning pen aid grip; posture correction	Pc	30		
2	Bubble solution, bottle	Bottle	50		
3	textured balls, 6pcs per set	Set	20		
4	Pediatric Walker 4 wheel, front swivel [Child 16.5-22 inches [Height to top of handle), 9-13.5 inches (Distance inside handles)]	Pc	10		
5	ragdolls: soft, hypoallergenic, atleast 12” in height; boy	Pc	6		
6	ragdolls; soft, hypoallergenic, atleast 12” in height; girl	Pc	6		
7	zoo animals wooden peg puzzles, set	Set	10		
8	farm animals wooden peg puzzles, set	Set	10		
9	fruits wooden peg puzzles, set	Set	10		
10	vegetables wooden peg puzzles, set	Set	10		
11	therabrush: soft brush for sensory facilitation and integration activities, 12 pcs. per pack, different colors	Pack	1		
12	coloring books	Pc	50		
13	tangram, wooden, set	Set	25		
14	number flashcards, set/box	Set	25		
15	alphabet flashcards, set/box	Set	25		
16	shape flashcards, set/box	Set	25		
17	building blocks, big, plastic, set	Set	30		
18	building blocks, small, plastic, set	Set	30		
19	Lotion - unscented and for sensitive skin, 100 ml	Bottle	60		
20	rubber balls, medium	Pc	30		
21	stress ball	Pc	50		
22	Jumbo crayons, 12s per box	Box	40		
23	crayons, regular size, 8 crayons per box	Box	40		
24	clay, red	Pc	25		
25	clay, blue	Pc	25		
26	clay, green	Pc	25		
27	clay, yellow	Pc	25		

28	shape sorter, small, set	set	100		
29	play money, updated bills, set	set	30		
30	hygiene kit: 100 ml. 70% solution alcohol 2 face towels, 60g baby soap bar, toothbrush, 25 ml. toothpaste, 1 roll tissue paper, reusable bag	Kit	250		
31	Flash Drive, 16GB, USB 2.0 Plug and Play	Pc	30		
	Total Quoted Amount				

Amount in Words:_____

Delivery Period : Fifteen (15) calendar days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address