



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: DEC 15 2020
 PR No: GF-20-10-01961

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

Project Title : **PROCUREMENT OF VARIOUS SUPPLIES (ALCOHOL, BALLPEN, TARPAULIN, AND OTHERS)**

Approved Budget for the Contract : **Php 702,213.52**

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 DEC 18 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: **PROCUREMENT OF VARIOUS SUPPLIES (ALCOHOL, BALLPEN, TARPAULIN, 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. 8505/8709.


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) 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	-Alcohol 500ml bottles -Disposable facemask, ear loop surgical mask -Face shield, Protective Isolation mask, plastic -Ballpen, fine point, black ink color -Pencil, lead w/ eraser, wood cased, 12pcs/box -Notebook, spiral w/yarn, 80 leaves -Plastic Envelope, Expanding Plastic envelope durable, push lock -Manila Paper 10 sheets per pack -Permanent Marker, bullet type, black -Cartolina , Assorted colors -Masking Tape width: 48 mm -Paper for Certificate 8 1/2 x 11, s-20 with design print good quality, -Sticker Paper, A4 white, 10's/ pack -Tarpaulin, 6ft x 8 ft -Chair, monobloc for adults w/out armrest 30 pieces x 12 sessions -RENTAL -Tables Monobloc rectangular table, 6 seater w/ table cloth, 20 pcs x 12 sessions -RENTAL -Sound System & lights w/ accessories (microphone w/ stand and Wireless microphone, speaker with tripods) including manpower to install and dismantle, 1 unit X 12 sessions -FOOD Day 1 Breakfast: Plain rice, corned beef, egg, pineapple, 500ml water Lunch: Plain Rice, 2 pc chicken, sautéed veggies, leche flan, 500ml water, Snack: Shawarma, apple, iced tea 500ml Day 2 Breakfast: Tapsilog with rice, banana & hot choco Lunch: Plain Rice, sweet and sour fish, salad, pineapple juice, 500 ml water Snack: Cheese burger, fries, iced tea 500 ml	LOT	1		
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