



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**Shopping 52.1b**

Date: December 9, 2020  
PR No: TF-20-08-01374

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
  
Project Title : **PROCUREMENT OF VARIOUS JANITORIAL SUPPLIES**  
  
Approved Budget for the Contract : **Php 710,258.50**  
  
End-User / Implementing Office : **DEPARTMENT OF THE BUILDING OFFICIAL**

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, 10:00AM** 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: Various Janitorial Supplies  
**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	Air sanitizer 300ml, Disinfectant and Air Sanitizer	Bottle	300		
2	Bathroom Deodorizer 100g w/ holder	Pcs	300		
3	Brush Heavy-duty Multi-purpose brush	Pcs	15		
4	Brush Toilet brush soft brush creative long handle toilet brush set with square base bathroom cleaning	Pcs	15		
5	Cockroach trap 2.5g. 6pcs per pack 24hrs roach	Pack	100		
6	Dishwashing liquid 800ml, calamansi scent	Bottle	100		
7	Dishwashing pad Scrub sponge, heavy duty 150mmx95mmx30mm	Pcs	40		
8	Glass cleaner 500ml, spray bottle	Bottle	255		
9	Hand sanitizer 500ml, unscented	Bottle	200		
10	Hand soap 220ml unscented	Bottle	600		
11	Toilet cleaner all purpose bleaching solution 99.99% antibac, kills disease causing germs and viruses, whitenens, remove stains, deodorizes, shortens cleaning time, 1 gallon	Bottle	115		
12	Mop tornado Heavy duty, it is 100% made with excellent and premium quality, high-quality plastic & fiber spinning & stainless steel 2 material. large size	Pcs	15		
13	Toilet pump heavy duty rubber toilet pump. wood handle black/brown	Pcs	15		
14	Tissue 2 ply approx sheet size: 200mmx200mm, 340 sheets per box	Box	130		
15	Trash bag transparent XL, 10 pcs per pack	Pack	500		
16	Trash bag transparent XXL 37"x40" 10 pcs per pack	Pack	500		
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<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

\_\_\_\_\_  
Email Address

TF-20-08-01374