



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



**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT**  
**SECTION 53.9**

Date: January 19, 2021  
PR No: GF-20-10-01967B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF SERVER AND CONTENT MAINTENANCE & ORGANIZATION**  
Approved Budget for the Contract : **Php 900,000.00**  
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 **January 22, 2021, 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 (2021);
- 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 SERVER AND CONTENT MAINTENANCE & ORGANIZATION**

**Quezon City Local Government**  
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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 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
1	<b>SERVER AND CONTENT MAINTENANCE AND ORGANIZATION OF BATAS QC APPLICATION</b>  • <b>Server, Content Maintenance and Organization support services:</b> 1. Summarizing of ordinances by topic and penalties in collaboration with the Quezon City Legislative Department;  a) Sorting of measures according to 12 classifications, to wit: a.1 City Properties, General Services, Local Governance and Governance Administration a.2 Taxation, Assessment, Budgeting and Property Valuation a.3 Education, Science and Technology, Culture, Tourism and Internal Relations a.4 Peace and Order, Public Safety, Transportation and Traffic Management a.5 Public Works, Infrastructure, Building, Zoning, Subdivision and Housing a.6 Public Health, Social Welfare Services, Senior Citizens, Handicapped People, Women, Family, Domestic Relations and Civil Registration a.7 Legal Affairs, Justice, Human Rights, Public Information, and Assistance and People's Participation a.8 Commerce, Industry, Markets, Slaughter Houses, Economic Enterprises, livelihood and Human Settlements a.9 Youth Welfare, Sports, Amusement and Entertainment, Games and Drugs; a.10 Barangay Affairs, Urban Poor and Human Settlement a.11 Parks, Environment and Garbage a.12 Energy, Water Resources, Public Services, Utilities and Telecommunications b) Review and evaluation on the applicability of existing ordinance c) Encoding the penal provisions of identified measures. d) Form and Style of penal provisions for user friendliness (layman's term) • <b>Updating content periodically; and</b> • <b>Research and Trainings</b> a. Online facebook Live Sessions or via Streamyard b. Private online trainings	lot	1		

	<b>Total Quoted Amount</b>	
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Amount in Words:\_\_\_\_\_

\_\_\_\_\_.

Delivery Period : Fifteen (15) Calendar Days

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

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