



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 04 2019  
RFQ No. : 19-W10-1020

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : Supply and delivery of Adult Hygiene Kits and other supplies for the implementation of Spiritual and Moral Recovery Program and Women's Health Care Program  
Approved Budget for the Contract : Php295,577.90  
End-User / Implementing Office : TAHANAN

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 10, 2019 Tuesday, 9:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 Mayor's/Business Permit (2019);
- 2 PhilGEPs certificate (not expired on the time of opening of quotations);
- 3 Income/Business Tax Return (for FY 2018); and
- 4 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).

in a **SEALED LONG BROWN ENVELOPE** indicating **ONLY** the project title and address as indicated below:

Additional Instructions:

- 1 Affix the signature of your company representative on the sealed envelope flap.
- 2 Only the project name and address should be written / printed on the envelope.

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For any clarification you may contact us at 89884242 loc. 8505/8506.

**(Sgd.) ROWENA T. MACATAO**  
BAC-Goods Chairperson

**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 Office (CGSO) shall have the right to inspect and/or to test the goods and confirm their compliance to the technical specifications.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. After delivery and upon the submission of the required supporting documents, i.e. sales invoice and/or billing statement, by the contractor, the Quezon City Local Government shall make payment through check in favor of the contractor.
10. 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. CGSO 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.
11. 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:

<b>QUOTATION</b>							
<b>Summary of Approved Budget</b>				<b>Total offered Quotation</b>			
<b>Item Description (Technical Specifications)</b>		<b>Qty</b>	<b>Unit of Measure (UOM)</b>	<i>(Inclusive of taxes and fees)</i>			
				<b>Unit Cost</b>	<b>ABC Amount</b>	<b>Vendor's Unit Price</b>	<b>Vendor's Amount</b>
1	Towel Face-10" x 10", white	350	piece	59.00	20,650.00		
2	Candle-#5, White 20's/pack	30	pack	103.66	3,109.80		
3	Gina Silk, Lining good quality regardless of color	40	yard	52.96	2,118.40		
4	Tarpaulin, full color, any size	30	square foot	41.19	1,235.70		
5	Sanitary pad/napkin, regular, non wing, absorbent, minimum of 8 pads/pack	900	pack	91.42	82,278.00		
6	Soap Bathroom, 90 grams, 1 piece in individual box	1,200	piece	42.84	51,408.00		
7	Soap Sulfur, 135 grams, germicide, fungicide, parasiticide	1,200	piece	87.98	105,576.00		
8	Hair Shampoo, 12 ml/sachet, any variant	1,200	sachet	7.33	8,796.00		
9	Toothpaste, regular flavor, 22g twin pack, sachet	500	sachet	22.95	11,475.00		
10	Toothbrush, hard bristle with cap	100	piece	89.31	8,931.00		
	-----Nothing Follows-----			<b>TOTAL:</b>	<b>295,577.90</b>	<b>TOTAL:</b>	
<b>REMARKS:</b>							

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

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

\_\_\_\_\_  
Date

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