



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 : November 28, 2019  
RFQ No. : 19-W10-1075

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **Supply and Delivery of various supplies to be used by the Bids and Awards (BAC)**  
**Secretariat**  
Approved Budget for the Contract : **Php309,100.00**  
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 **December 3, 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.

Project Title : **Supply and Delivery of various supplies to be used by the Bids and Awards (BAC)**  
**Secretariat**

**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. 8505/8506.

**(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</b>		<b>Qty</b>	<b>Unit of Measure (UOM)</b>	<i>(Inclusive of taxes and fees)</i>			
<b>(Technical Specifications)</b>				<b>Unit Cost</b>	<b>ABC Amount</b>	<b>Vendor's Unit Price</b>	<b>Vendor's Amount</b>
1	<b>Ribbon Cartridge,</b> Epson SO 15632	12	piece	300.00	3,600.00		
2	<b>Padlock</b> Body Material: Solid Brass Shackle Material: Hardened Steel Size: At least 40mm No. Of keys : 3 steel handle	3	piece	500.00	1,500.00		
3	<b>Continuous Carbonless Forms with Perforation for Purchase Request and Purchase Order,</b> Printed 3 Copies in White and Colored Paper Page 1: White Page 2 : Yellow Page 3 : Green Page 1 and 2: Carbonized Size: Folio, 8.5 inches x 13 inches Substance: 80GSM, Single color printing Design to be made by the supplier	20	box	2,000.00	40,000.00		
4	<b>Whiteboard on Wheels</b> Size: 4ft x 5ft with Alumium Frame Pen container with 4 rubber wheels	4	piece	6,000.00	24,000.00		
5	<b>Steel Platform Push Cart/ Trolley</b> 4-wheel cart (2 swivel wheels in front) Load Capacity: At least 300 kg Foldable Steel Handle	6	piece	8,000.00	48,000.00		
6	<b>Bid Box</b> Material: Acrylic (at least 10mm thick) Wooden Frame 2 hinges Overall dimensions: 2ft L x 3ft W x 3ftH Slotted Opening Dimensions: 2 in x 10 in with lockable front clasp for 40mm padlock	3	piece	12,000.00	36,000.00		
7	<b>Comb Ring Binder Machine</b> Heavy Duty Binding Machine for Medium to Large sized documents. Can punch 28-400 sheets at a time Built in comb storage tray with document thickness guide	2	unit	18,000.00	36,000.00		
8	<b>Dot Matrix Printer</b> Print Direction: Bi Direction Number of Pins in Head: At least 9 High Speed Printing	2	unit	15,000.00	30,000.00		
9	<b>Camera Tripod</b> Range: S6 Tilt: -75 to +90; Pan at least 270, Load Capacity: 5kg to 6.5kg Height with Extensions: 65 in to 75 inches Leg Section: 3, with quick release buttons for camera Material: Aluminum Alloy or Better, Should come with 1 year or longer warranty for seller	2	unit	15,000.00	30,000.00		

10	<b>Video Camera</b> High Definition or better video recording, Saves in MPEG-4 Video Format and other video formats Pixels: 4MP or better, with 5.1 Channel Microphone: Audio Recording; At least AVCHD- 2 Channel, LPCM,MP4, Should include at least 32 GB SD Card, Video Connectors: shouldinclude at least A/V Port and mini HDMI Output Package should include USB Cable and Video Cables, with at least 2.5 in LCD Display or bigger Should include lithion rechargeable battery	2	unit	30,000.00	60,000.00		
	-----Nothing Follows-----						
				<b>TOTAL:</b>	<b>309,100.00</b>	<b>TOTAL:</b>	
<b>REMARKS:</b>							

---

Signature over printed name

---

Office Telephone No./Fax/Mobile No.

---

Date

---

Email Address