



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 05, 2019
RFQ No. : 19-W11-1031

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **Supply and Delivery of Various Supplies for Student Affairs and Services**
Approved Budget for the Contract : **Php107,287.55**
End-User / Implementing Office : **Quezon City University**

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 12, 2019 Thursday, 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 for Student Affairs and Services**

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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:

QUOTATION							
Summary of Approved Budget				Total offered Quotation			
Item Description		Qty	Unit of Measure (UOM)	<i>(Inclusive of taxes and fees)</i>			
(Technical Specifications)				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1	Battery Grip: MK-70D BG-E14 Vertical Battery Grip Holder for Canon EOS 80D70D	1	pc.	5,500.00	5,500.00		
2	Battery Grip MK-760: MK-760D BG-E18 Battery Grip for Canon 750D 760D	1	pc.	5,600.00	5,600.00		
3	Blending Stump: Different size	1	set	875.00	875.00		
4	Cable Tester: Network Cable Tracker (TE-105-M TM-1006), Cable Tester, quickly and easily checks network cable	5	unit	200.00	1,000.00		
5	Calligraphy Bush Pen: 12 colors	3	set	595.00	1,785.00		
6	Canvass Painting with Frame: Standard size	5	pc.	525.00	2,625.00		
7	CD Drive Cleaner: Multimedia lens cleaner for CD, DVD, CD-W and others, dry system, safe and effective cleaning for audio and computer CD heads and lenses	5	pc.	80.00	400.00		
8	Charcoal Pencil Set	1	set	1,575.00	1,575.00		
9	Cleaning Kit for Printer: Cotton buds, dropper, cleaning solution 250ml	1	pc.	4,400.00	4,400.00		
10	Connector RJ45 per pack: 100s/pack, heavy duty	5	pack	260.00	1,300.00		
11	Crimping Tool for RJ45: RJ45 crimping tool	5	unit	362.00	1,810.00		
12	Drawing Pencil Set	1	set	1,400.00	1,400.00		
13	DSLR Camera Bag: Multi-compartment, waterproof 15.6 inch laptop and camera package backpack bag for Canon, Nikon, Sony, Olympus, Samsung, Panasonic, SLR DSLR cameras	1	set	2,798.00	2,798.00		
14	DSLR Slider: 80cm (31.5 in) DSLR DV camera track dolly slider video stabilizer system	1	set	4,282.96	4,282.96		
15	Flash Trigger: 16 channels radio wireless remote speedlite flash trigger universal	1	pc.	2,054.00	2,054.00		
16	Foam Mattress: foam with cover size 36"x75"x4", good quality	1	pc.	4,240.00	4,240.00		
17	Furry Dead Cat cover for recorder: Portable furry recorder windscreen muff artificial fur, Windshield wind muff for zoom H1 H2N H4N Q3 Q3HD Sony D50	2	set	874.00	1,748.00		
18	Globe Map: Globe map	1	pc.	3,900.00	3,900.00		
19	Lamination Plastic: Standard size	1	roll	1,575.00	1,575.00		
20	Memory Card: 128GB MicroSDXC UHS-I class10 U1 A1 App Performance Memory Card with SD Adapter	1	pc.	4,198.00	4,198.00		
21	Notarial Seal: Priting of diploma	22	box	76.13	1,674.86		
22	Oil Pastel: 48 colors	1	set	1,400.00	1,400.00		
23	OTG Flash Drive: 64GB OTG Dual Drive M3.0 USB 3.0 for PC and Android OTG devices	1	pc.	1,990.00	1,990.00		
24	Paint Brush Set for Charcoal: Assorted Size	1	set	1,575.00	1,575.00		
25	Paint Brush Set for Watercolor: Assorted Size	1	set	857.00	857.00		
26	Paint Color Set	1	set	1,750.00	1,750.00		

27	Painters Eraser Set	1	set	525.00	525.00		
28	Painters Water Color Set	1	set	525.00	525.00		
29	Palette Set	1	set	1,750.00	1,750.00		
30	Paper Cutter Wood	1	set	1,050.00	1,050.00		
31	Pillow: 18"x28" plain	3	pc.	558.40	1,675.20		
32	Pillowcase: 18"x28" plain	3	pc.	302.86	908.58		
33	Soap Bathroom: 90 grams, 1 piece in individual box	20	pc.	59.20	1,184.00		
34	Soap Hand Liquid: hand liquid, plastic dispenser, 1 liter capacity	7	bottle	448.00	3,136.00		
35	Stand Wooden for Canvas Board Stand and Panel: 40cm canvas panel	5	pc.	538.00	2,690.00		
36	Tip Coloring Pen: 20 colors	3	set	271.25	813.75		
37	USB Printer Cable: Printer cable for LX-310 printer	5	pc.	325.00	1,625.00		
38	USB/Flash Drive 128GB: 128GB capacity, 2.0 compatible, plug and play	1	pc.	3,495.00	3,495.00		
39	USB/Flash Drive 16GB: 16GB capacity, USB2.0, plug and play	2	pc.	840.00	1,680.00		
40	UTP Cable CAT5e: CAT5e, 300/box	2	box	6,800.00	13,600.00		
41	Video Capture Card: HD game capture HDMI/AV/YPbPr, capture video support live record into	1	pc.	6,798.00	6,798.00		
42	Waste Basket: non-rigid plastic	5	pc.	23.90	119.50		
43	Wireless Presenter: R-400 up to 50ft range w/2.4ghz wireless	1	pc.	3,400.00	3,400.00		
	<i>-----Nothing Follows-----</i>			TOTAL:	107,287.85	TOTAL:	

REMARKS:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address