



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-W9-1066

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND MATERIALS**
Approved Budget for the Contract : **Php352,922.00**
End-User / Implementing Office : **Quezon City Health Department**

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:

QUOTATION							
Summary of Approved Budget				Total offered Quotation			
Item Description (Technical Specifications)		Qty	Unit of Measure (UOM)	<i>(Inclusive of taxes and fees)</i>			
				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1	NOTARIAL SEAL , #24, color gold, box x 50's	40	box	175.00	7,000.00		
2	CALIBRATED REFRIGERATOR THERMOMETER , with calibration certificate, dial type	94	piece	800.00	75,200.00		
3	RECHARGEABLE BATTERIES , with charger 4 slot red indicator for AA/AAA 9 volts with 2 pcs free rechargeable battery	3	set	2,000.00	6,000.00		
4	BATTERIES , rechargeable AA pack x 4	5	pack	1,499.00	7,495.00		
5	BATTERIES , ultimate lithium, 9 volts, pack x 2	3	pack	2,500.00	7,500.00		
6	EMERGENCY LIGHT , automatic 6W, max 6 hours, heavy duty, for LIC use	16	piece	2,860.00	45,760.00		
7	SMOKE DETECTOR , smoke detector battery operated inclusive of batteries & charger	16	set	1,000.00	16,000.00		
8	ROOM THERMOMETER , wall thermometer wood, non-mercurial	3	piece	110.00	330.00		
9	REFRIGERATOR THERMOMETER , gauge type	3	piece	500.00	1,500.00		
10	TEST TUBE RACK , plastic test tube rack, for 25mm tubes, 24 well, white detachable	43	piece	845.00	36,335.00		
11	PENCIL DERMATOGRAPH , glass pencil, color red, box x 100's	5	box	1,138.00	5,690.00		
12	MARKER , twin marker, permanent with fine and broad point, color black, for labelling of slides	83	piece	50.00	4,150.00		
13	DIRT AND STAIN REMOVER , gel, 240 grams for office equipment, modern electronics, plastic, metal etc.	20	can	91.00	1,820.00		
14	TORX SCREW DRIVER SET , 16 inches, 12 screw driver set for laptops / cellphone / PC use	8	set	1,120.00	8,960.00		
15	THERMAL PASTE , heatsink thermal conductive grease paste x 100 grams	20	bottle	210.00	4,200.00		
16	CAT5 Elan cable , heavy duty, 305 meters	5	box	5,400.00	27,000.00		
17	CRIMPING TOOL , for modular crimper, crimping cutting, heavy duty	8	piece	1,000.00	8,000.00		
18	PLASTIC CABLE MOLDINGS , 1 inch x 10 ft	18	piece	117.00	2,106.00		
19	PLASTIC CABLE MOLDINGS , 1/2 inch x 10 ft	138	piece	117.00	16,146.00		
20	ADHESIVE , 250 grams, seals and adheres PVC pipes and moldings	30	tube	150.00	4,500.00		
21	OTG FLASH DRIVE , 32GB, lightning connector and USB 3.0, 13 x 17 x 59 mm, 5.4g, 0-35°C functional IOS device compatible, iXpand application compatible, can back up and restore files, Sandisk Secure Access Software Compatible	27	piece	2,490.00	67,230.00		
	-----Nothing Follows-----				352,922.00	TOTAL:	

REMARKS:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address