



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC- Goods and Services  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : March 2, 2020  
PR No. : GF-20-02-00093

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT**  
Approved budget of the Contract : **Php 990,000.00**  
End-User / Implementing Office : **CMO (QCRRMO)**

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 March 5, 2020 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)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).

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 PERSONAL PROTECTIVE EQUIPMENT**

**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. 8506/8709.

**(Sgd.) 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 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 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	<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>Detailed Technical Specification</p> <p>1. Goggle:</p> <ul style="list-style-type: none"> <li>● Flexible frame to easily fit with all face contours</li> <li>● Enclose eyes and the surrounding areas</li> <li>● Accommodate wearers with prescription glasses</li> <li>● Adjustable band to secure firmly so as not to become loose during clinical activity</li> <li>● Clear plastic lens with fog and scratch resistant</li> <li>● Polycarbonate (PC) lens</li> <li>● For patient care use</li> <li>● Certified in accordance to EU standard directive</li> <li>● 89/686/EEC, EN 166, ANSI/ISEA Z87.12010 or it's equivalent</li> </ul> <p>2. Gloves: (Examination gloves)</p> <ul style="list-style-type: none"> <li>● Latex</li> <li>● Disposable</li> <li>● Non-sterile</li> <li>● Size: Medium, Large, XL and XXL</li> </ul> <p>(Quantity: Medium-100 pair, Large – 100pairs, XL-10pairs, XXL -10 Pairs)</p> <ul style="list-style-type: none"> <li>● Shelf life: Shelf life of at least 36 months from the date of delivery</li> <li>● Storage condition: Maintain their properties when stored in a dry condition at temperature not higher than 30°C</li> </ul> <p>3. Plastic Shoe Cover:</p> <ul style="list-style-type: none"> <li>● Disposable</li> <li>● Plastic</li> <li>● Gartered</li> <li>● Color: Blue or Green</li> </ul>	Set	220		

<p>4. Coverall:</p> <ul style="list-style-type: none"> <li>● Disposable</li> <li>● Coveralls with head hood</li> <li>● Elastic wrist, ankles, waist and hood ankles</li> <li>● Material: Polypropylene</li> <li>● Non-woven</li> <li>● Blood and fluid resistant</li> <li>● Dimension:</li> <li>- Medium Size (Quantity: 110 pcs.)</li> <li>● Length: 167 - 176 cm.</li> <li>● Width: 92 - 100 cm.</li> <li>- Large size (Quantity: 110 pcs.)</li> <li>● Length: 174 - 181 cm.</li> <li>● Width: 100 - 108 cm.</li> </ul> <p>5. Surgical Gown:</p> <ul style="list-style-type: none"> <li>● Non-sterile</li> <li>● Non-woven</li> <li>● Fluid resistant</li> <li>● Long sleeves with white gartered cuffs at least 7.62 cm length from the end of the sleeves</li> <li>● Length of gown: 132 - 142 cm</li> <li>● Size: Medium, Large, XL and XXL (Quantity: Medium-100 pairs, Large – 100pairs, XL-10pairs, XXL -10 Pairs)</li> <li>● Color: Blue or Green</li> </ul> <p>6. Surgical N95 Respirator</p> <ul style="list-style-type: none"> <li>● N95, Flared soft edges to fit facial contour and it can fit a wide range of face sizes</li> <li>● Adjustable nose piece, adjustable nose clip ensures an excellent individual fit and secure positioning</li> <li>● Soft material edges prevent uncomfortable pressure points</li> <li>● The seamless headband can be adjusted for an optimum fit</li> <li>● Upper face seal offers both a more secure positioning of the mask and increase wearer comfort</li> <li>● Bacterial Filtration Efficiency (BFE) of &gt;95%</li> <li>● Fluid resistance of at least 80 mmHg</li> <li>● Fluid resistant to splash and splatter of blood and infectious materials</li> <li>● Breathability of less than 5mm H<sub>2</sub>O) / cm<sup>2</sup></li> <li>● Shelf life: Shelf life of at least 36 months from the date of delivery</li> <li>● Certified in accordance with EN 149 or NIOSH N95 or its equivalent</li> </ul> <p>7. Surgical Mask</p> <ul style="list-style-type: none"> <li>● Disposable with elastic 3 pleats</li> <li>● Tie on type</li> <li>● 3 ply mask (non-woven)</li> <li>● Spun bonded polypropylene material</li> <li>● Bacterial Filtration Efficiency (BFE) of &gt;97%</li> <li>● Dimension: 17.5 cm x 9.5 cm (for adult use)</li> <li>● Shelf life: Shelf life of at least 36 months from the date of delivery</li> <li>● Fiber glass free</li> <li>● Latex-free mask</li> <li>● Put "For single use" in the individual package labelling</li> </ul>				
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<p>8. Head Cap:</p> <ul style="list-style-type: none"> <li>● Spun bonded polypropylene material</li> <li>● Breathable</li> <li>● Non-woven</li> <li>● Disposable</li> <li>● Gartered</li> <li>● Color: Blue or Green</li> </ul> <p>(Each bag (Bag Material: Plastic) shall indicate bag content and size) (As per sample)</p> <p><b>Packaging Instructions</b> Standard packaging of the manufacturer for each item and each set.</p> <p><b>Labelling Instructions</b> Standard labelling instruction as approved by PFDA pursuant to Administrative Order No. 2016-0008. In addition to the labelling requirement of FDA: On each item/set/bag/box, the following should be legibly imprinted or stickered with non-removable or permanent sticker/label that is binding and with residue and tearing if removed:  <p style="text-align: center;">Quezon City Government Property - QCDRRMO Not For Sale</p> On each item and set/bag, the following should be legibly stickered/imprinted with QCDRRMO logo and "Quezon City Government Property - QCDRRMO - Not for sale"  (Each bag shall indicate bag content and size)  (As per sample)</p> On each corrugated carton the following should be legibly imprinted or stickered with non-removable or permanent sticker/label that is binding and with residue and tearing if removed: Quezon City Government Property QCDRRMO <p style="text-align: center;">Not For Sale</p> Manufacturing date: _____ Expiration date: _____ Batch/Lot no.: _____				
<b>Total Quoted Amount</b>				

Amount in Words: \_\_\_\_\_

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<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1. Valid and current Certificate of Product Registration (CPR) or Certificate of Exemption issued by the Philippine Food and Drug Administration (PFDA) provided that the application for renewal was made timely as per PFDA Circular No. 2011-004 (For gloves, Surgical Mask and Surgical N95 Respirator)	
2. With valid License to Operate as medical device importer/wholesaler.	
3. Declaration of Conformity with the appropriate ISO/IEC/PNS Standard issued to the manufacturer by an ISO certifying body or any appropriate agency or body.	

Delivery Period : Fifteen (15) calendar days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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