



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 : February 02, 2021
 PR No. : GF-21-01-00023

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : **PROCUREMENT OF VARIOUS BOOKS**
 Approved budget of the Contract : **Php 580,180.00**
 End-User / Implementing Office : **QUEZON CITY PUBLIC LIBRARY**

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 February 05, 2021, 10:00 AM 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/SEC)
- 3 Mayor's/Business Permit (2021);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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 VARIOUS BOOKS**
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.


ATTY. DOMINIC B. GARCIA
 Officer-in-Charge / Head, BAC Secretariat

2

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	ENCYCLOPEDIA OF PHILIPPINE ART VOLUMES 1-12 Aeta Ibanag – Vol. 1, 560 pages Ifiallig-Monobo – Vol. 2, 568 pages Mansakay-Yakan – Vol. 3, 564 pages Architecture – Vol. 4, 772 pages Visual Arts – Vol. 5, 796 pages Film – Vol. 6, 604 pages Music – Vol 7, 752 pages Dance – Vol. 8, 504 pages Theater – Vol. 9, 864 pages Broadcast Arts – Vol. 10, 676 pages Literature 1 – Vol. 11, 528 pages Literature 2 – Vol. 12, 656 pages Size: 8 5/8 inches x 11 1/4 inches, HB, 2018 ISBN: 978-971-8546-70-3	set	7		
2	Tuklas Sining, ISBN: 971-8456-07-09, 1991	copy	10		
3	Handurawan (English / Filipino), 1987, HB, ISBN: 978-971-8546-04-9. 1987	copy	10		
4	Limbag Kamay: 400 years of Philippine Print Making ISBN: 971-8546-04-9. 1993	copy	10		
5	ANI 28, Gender Issue, Copyright 2002	copy	10		
6	ANI 29, Professional Issue, Copyright 2002	copy	10		
7	ANI 38, Human Body, Copyright 2014	copy	10		
8	Filipina Dresses, Pattern for Filipina Dress, Copyright 1992, ISBN-971-8546-12	copy	10		
9	ANI 31, Love Issue, Copyright 2005	copy	9		
10	ANI 27, Literature Poverty, Copyright 2000	copy	10		
Total Quoted Amount					

Amount in Words: _____

Other Requirement/s:
• Copy of Certificate of Copyright Registration
• Copy of Authority to sell from the Publisher (if not the copyright owner)
• Copy of Certificate of Registration from the National Book Development Board

2

Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address

28