



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 : **MAR 09 2021**
PR No. : **GF-20-09-01560**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **SUPPLY INSTALLATION OF PARTITION AND OTHERS**
Approved budget of
the Contract : **Php 555,311.50**

End-User /
Implementing Office : **OFFICE OF COUN. EDEN DELILAH "CANDY" A. MEDINA**

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 **MAR 12 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 the QC-BAC Goods & 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 SUPPLY INSTALLATION OF PARTITION AND OTHERS
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

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	EXECUTIVE TABLE - Primary Material: 25mm MFD board laminated with paper venner with 18mm thick drawer front and door panel , 18mm thick particle board shelf and partitions laminated with paper veneer, 350mm metal drawer slide and 25mm dia. metal handle, 20 x 40 1.0mm thick metal tube leg in powder coated finish; drawers with central locking system ; Color Panels: walnut, Metal Frame & Legs: white; Dimension: Table: W160 x D75 x h76cm , Cabinet Storage: w120 x D40 x H64cm, Over All: W160 x D120 x H76cm	Unit	1		
2	Executive Chair - customized upholstered with black colored leatherette padded PVC armrest, high density foam, tilt/reclining function, gas lift for height adjustment, nylon base with caster.	Unit	1		
3	SEMI HIGH BACK CHAIR MESH - heavy duty nylon mesh backrest, nylon mesh seat, molded foam padded armrest, reclining and tilting mechanism , pneumatic gas lift height adjustment, chrome base	Unit	1		
4	SOFA W/ ARMREST - customized , 3 seater, Fabric: Sparrow Yellow, Legs Color: Light brown , crystal buttons Dimension : 80L x 26D x 48H x 18Seat height inches	Unit	1		
5	CLERICAL CHAIR - gas lift for Height Adjustment, Tilting Mechanism , Chrome legs. Mesh Black	Pc	4		
6	VISITORS CHAIR WITH STOOL – SET - imported , upholstered seat and back, solid metal tube base, color: printed leaves, dimension chair: 640mmW x 620mmD x 890mmH dimension stool: 460mmW x 460mmD x 480mmH	Set	1		
7	Mobile Pedestal Cabinet - 3 Drawers (2 small & 1 File Drawer), Ball Bearing Roller, Steel, Gauge 22 , powder coated , Dimension : W40xD56xH70cm	Units	5		

8	SUPPLY AND INSTALLATION OF BLINDS customized roll up combi blinds, made of 100% polyester imported fabrics, horizontal segments alternating between sheer and semi-opaque, bead chain cord operating system . Color: teak 1 set 75 inches x 53inches, 1 set 75 inches x 45 ¼ inches, 1 set 53 inches x 53 inches Inclusive of installation cost	Lot	1		
9	Supply and Installation of Partition - 5cm thick partition with fabric upholstery. Apple green pvc frame cover wire trunking management system . Aluminum powder coated , panel based system; panel thickness 32mm; material: MFC board : worktop: beechwood ; glass finish: tempered , frosted sticker with 2 clear strip lines; glass thickness: 12mm; color Apple green ; frame color: flash silver/anodized ; Accessories: adjustable glider, grommet, bracket; 1 pc front panel dimension: 1320mm W x 1300mm H ; 2 pcs side panel dimension: 600mm W x 1300mm H : 4 pcs front panel dimension : 1200mm W x 1000mm H: 8 pcs side panel dimension : 600mm W x 1000mm H Inclusive of installation cost and labor.	Lot	1		
10	SUPPLY AND INSTALLATION OF MODULAR CABINET - customized , made of marine plywood ½ inches with laminated panel sheets 1.0mm thick, with soft closings hinges and 2.0mm x ½ inches thick PVC edging . Hanging Cabinet, customized , 0.65 m x 2.70 m Water & dresser cabinet, customized , 1.10 m x 1.15m T.V. Console cabinet, customized , 0.65 m x 2.50 m CR Lavatory cabinet, customized , 0.50 m x 0.40m Ref &. Kitchen ware Cabinet customized , 1.10 m x 1.30 m Aircon ducting cabinet, customized , 0.50 m x 1.20 m Inclusive of installation cost and labor,	Lot	1		
Total Quoted Amount					

Amount in Words:_____

Delivery Period : Fifteen (15) calendar days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address