



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 16, 2021  
PR No. : GF-20-10-02035

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF PUSH CART TROLLEY AND OTHERS**  
Approved budget of the Contract : **Php 162,827.00**

End-User /  
Implementing Office : **CITY GENERAL SERVICES 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 March 22, 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 PUSH CART TROLLEY 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	Push Cart Trolley -300kgs. capacity, 4 wheel platform, cart, stainless	Pc	4		
2	PUSH CART GROCERY TYPE LARGE- metal tube base frame wire mesh with carrying, low carbon steel 25.6 kg1025x580x1000mm. flat/travelators casters, 195L 100kg, zinc plating with transparent powder coating, 2 back rigid wheels and 2 front swivels	Pc	2		
3	Push Cart Trolley-4 Wheel Aluminum - Aluminum Heavy Duty-(L&W) 920x610mm. Loading capacity 300kgs:Caster	Pc	4		
4	Scaffolding Dimensions: 158cm Lx150cm Wx171cm H. thickness 1 1/2" diameter. Components: Ledger, Brace, Plank, Base jack, rosette, Collar, Heavy Duty With rubber wheels.	Pc	3		
5	Ladder Aluminum A-type - 6 ft. - Alum 6 feet. A-type rubber insulated (2x6 steps) main material	Pc	1		
6	Ladder Aluminum - A-type 10 ft. Alum 10 feet, A- type, rubber insulated Heavy duty, with rubber stopper, reflectorize, electrical grade	Pc	1		
7	Extension Ladder - fiberglass 17 feet	Pc	1		
8	Safety Vault - Fire Theft Safe OD: 18.75 inches Hx16.90 inches Wx 18.50 inches D, ID: 13.75 inches H x 12.75 W x 1240 inches D, WT. 154 lbs./ 70 kilos capacity 1.22 Cubic Feet Dual Digital& key Lock Protection control Panel with LED Read out motion alarm; Sounds if safe is shaken or Dropped Programmable Calendar & Clock Retrievable User History Log Double Steel Wall Construction Programmable Dual-User Digital lock 2 Solid steel door bolts scratch resistant powder coat finish removable adjustable shelf	Unit	1		
	***nothing follows***				
	<b>Total Quoted Amount</b>				

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

<b>Other Requirements:</b>
<ul style="list-style-type: none"> <li>• Statement of Warranty – Minimum of 1 year</li> </ul>

Delivery Period : Thirty (30) Calendar Days  
 Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 E-mail Address