



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : March 16, 2021
PR No. : GE-20-11-02086

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : **PROCUREMENT OF ALUMINUM LADDER AND OTHERS**

Approved budget of
the Contract : **P 586,576.50**

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 10:00AM 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 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 ALUMINUM LADDER 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.
- 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 initialed 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	LADDER ALUMINUM A-TYPE 6 feet, rubber insulated (2x6 steps) Main: Fiberglass	piece	1		
2	LADDER ALUMINUM A-TYPE 10 feet, rubber insulated. Heavy Duty with rubber stopper, reflectorized, electric grade	piece	1		
3	PUSH CART TROLLEY - 4 WHEEL ALUMINUM, Heavy Duty - (L&W) 920x610mm, Loading Capacity 300kgs: Caster	piece	4		
4	REFRIGERANT LEAK DETECTOR TESTER- Heavy Duty	piece	1		
5	TENT - 8 Ft x 16 Ft- Custom made design, 8ftxl 6ft, 20-ounce heavy duty canvas tarpaulin with collapsible support stand G.I Pipe 1 1/2" diameter with 2 support braces 1 1/2" diameter x 16ft Length round tube with 12mm round bar cross braces, coated with epoxy paint	unit	5		
6	MOBILE SCISSOR LIFT- Item type: Special Features: Aerial Work Platform, Item Height: 2m, Type @ Hydraulic Jack, Item Width:0.9m, item Length: From 6m to 12mm, Load Capacity: 300kg	unit	1		
7	TABLE LIFT TROLLEY- Hydraulic push cart type serial works Platform 32x48', Four (4) post 37.59" Height Capacity 250kgs, hydraulic lift tables	unit	1		
8	LECTERN PODIUM- Clear Acrylic, 47" Tall with inner Shelf Rubber Feet, 26.5" Width x 15.8" D Top Surface, Rubber Feet protect flooring from scuffs and scratching	piece	1		
9	PUSH CART TROLLEY- 300KGS. Capacity, 4 wheels platform, cart, stainless	unit	1		
10	PUSH CART- 2 wheels warehouse hand trolley, Materials: Iron Weight: 10(kg) Load capacity: 120kg Castor: 8x2" Body Size: 120mmLx470mmWx357mmH	unit	2		
11	PUSH CART GROCERY TYPE LARGE- metal tube base frame wire mesh with carrying, low carbon steel 25.6kg., 1025x580x1000mm. Flat/travelators caster, 195, 100kg., zinc plating with transparent powder coating, 2 back rigid wheels and 2 front swivel	unit	2		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Thirty (30) calendar days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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