



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
 2nd Floor, Procurement Department,  
 Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT**  
**SECTION 53.9**

Date: MAR 09 2021  
 PR No: GF-20-11-02114C

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Project Title : **PROCUREMENT OF EXECUTIVE TABLE AND OTHERS**  
 Approved Budget for the Contract : **Php 432,100.00**  
 End-User / Implementing Office : **OFFICE OF THE CITY ADMINISTRATOR**

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 10:00AM** 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;
- 5 Income/Business Tax Return (for FY 2018) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 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 EXECUTIVE TABLE AND OTHERS**

**Quezon City Local Government**  
**BIDS AND AWARDS COMMITTEE**  
**2/F Procurement Department, Finance Building**  
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For any clarification you may contact us at 89884242 loc. 8505/8709.

  
**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	Partition 2 Seater with clear acrylic W600 x L2540 x W1100mm	Piece	6		
2	Partition 1 Seater with clear acrylic W600 x L1200 x H1100mm	Piece	3		
3	Mobile Pedestal 3 drawers 40x41x62cm, 2 tone white oak	Piece	9		
4	Mesh office chair W64 x D49 x H79-89 cm Black	Piece	15		
5	Vertical 4 filing cabinet drawer W46xD60xH132cm	Piece	6		
6	Executive Table L-Type glass top 1.8 180x80x76cm	Piece	1		
7	Executive chair black W68xD67xH129-125cm	Piece	1		
8	Visitor's chair black W50xD59xH86-95cm	Piece	2		
9	All purpose table 1200 x 600 x 750mm, color: wedge	Piece	1		
10	Foldable table with Olympia bistro chair seat width: 407mm, seat depth: 465mm, front Legs distance: 410mm back legs distance: 432mm, side legs distance: 470mm, back rest height 830mm, seat back height: 392mm	Piece	1		
11	Divan L20xW60xH17 inches , color: light brown	Piece	1		
12	Console Cabinet/Side board (Walnut- graphite) L40xW137xH66cm	Piece	1		
13	Blinds Brown- W75 inches x H85 inches R= 44.27ft., W75 inches x H85inches L44.27 inches, W75 inches H85 inches, 44.27L, 75 inches Wx 85 inches H 44.27L inches, 75 inches W x 85 inches H, R- 44.27ft. , 75 inches W x 85 inches H x L=44.27 inches, 75 inches W x 85 inches H, R=44.27 ft., 75 inches W x 85 inches H x L= 44.27 inches , 75 inches W x 85 inches H, R= 44.27ft.	Lot	1		
<b>Total Quoted Amount</b>					

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

Delivery Period : Thirty (30) Calendar Days  
 Warranty : \_\_\_\_\_  
 \_\_\_\_\_  
 Signature over printed name  
 \_\_\_\_\_  
 Office Telephone No./Fax/Mobile No.  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 Email Address