



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: APRIL 6, 2021
PR No: GF-20-02-00381B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS BOOKS**
Approved Budget for the Contract : **Php 362,948.00**
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 **APRIL 12, 2021, 10:00 a.m.** 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 2019) (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 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. 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 | Guide to planting and care of edible fruits and nuts in the home garden /, 2017 R. E. Coronel ISBN:9786219568708 | COPY | 17 | | |
| 2 | The Philippines : a visual journey / Tuttle, 2016 ISBN:9780804846240 | COPY | 7 | | |
| 3 | Philippine modernities : music, performing arts, and language, 1880 to 1941 / J. S. Buenconsejo. 2017 ISBN:9789715428491 | COPY | 7 | | |
| 4 | Basic financial management / A. Pineda, 2019 ISBN:9788614062003 | COPY | 10 | | |
| 5 | Business & technical writing / Antivola, 2019 ISBN:9789719667094 | COPY | 10 | | |
| 6 | Consumer behavior : dynamics, dimensions, 2019 & models / E. Mendoza ISBN:9786214270538 | COPY | 10 | | |
| 7 | Feasibility study guidelines for undergraduate , 2019 ISBN:9789719645733 | COPY | 17 | | |
| 8 | Human resource forecasting and planning / 2016 M.F. Flores ISBN:9789719654520 | COPY | 10 | | |
| 9 | Human resource information system / Banaag. 2016 ISBN:9789719654414 | COPY | 10 | | |
| 10 | Marketing management / A. Camilar-Serrano. 2019 ISBN:9786214061990 | COPY | 10 | | |
| 11 | Conceptual framework and accounting/ C. Valix, 2019 ISBN:9786214160662 | COPY | 10 | | |
| 12 | Cost accounting and control, 2019 edition / N.D. De Leon. ISBN:9786214160587 | COPY | 11 | | |
| 13 | CPA examination practical financial accounting. 2018 volume 1 / C. Valix ISBN:9786214160532 | COPY | 7 | | |
| 14 | CPA examination practical financial accounting. 2018 volume 2 / C. Valix ISBN:9786214160556 | COPY | 7 | | |
| 15 | CPA examination reviewer in auditing problems. 2018 E.B. Cabrera. ISBN:9786214160235 | COPY | 7 | | |
| 16 | Government accounting (NGAS) / A. Punzalan. 2019 ISBN:9786214160693 | COPY | 7 | | |
| 17 | Business finance (for senior high school) / A. 2019 De Guzman ISBN:9786218035607 | COPY | 18 | | |
| 18 | Visual graphics and animation for SHS / 2019 Hilarion. ISBN:9786214062478 | COPY | 17 | | |

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|----|--|------|----|----------------------------|--|
| 19 | Basic electronics : students laboratory. 2019 manual / Jueco & Serrano ISBN:9786214181094 | COPY | 17 | | |
| 20 | Construction materials and testing (laboratory Manual) / A. Topacio. 2018 ISBN:9786214270149 | COPY | 17 | | |
| 21 | Simplified methods on building construction, 2019 part 1 / V. N. Porte. 2019 ISBN:9786218035454 | COPY | 7 | | |
| 22 | Simplified methods on building construction, 2019 part 2 / V. N. Porte ISBN:9786218035447 | COPY | 7 | | |
| 23 | Simplified methods on building construction :Civil & structural work / V. N. Porte. 2019 ISBN: 9786218035461 | COPY | 7 | | |
| 24 | The national building code of the Philippines. 2016 B.S Villalas. ISBN:9789718586051 | COPY | 7 | | |
| 25 | The new comprehensive English-Filipino dictionary with build-in thesaurus / Children's Press. 2019 ISBN:9789710328277 | COPY | 18 | | |
| 26 | Basic understanding of hospitality and tourism marketing with IMC / Velasco. 2019 ISBN:9789719654681 | COPY | 17 | | |
| 27 | Human resource management : current directions and new challenges / Mendoza & Garcia. 2019 ISBN:9786214180646 | COPY | 10 | | |
| 28 | Asian cuisine / R.D. Osorno. 2019. ISBN:9786214180646 | COPY | 10 | | |
| 29 | Food processing / R.D. Osorno.2019 ISBN:9786214180530 | COPY | 10 | | |
| 30 | Kitchen essentials & basic food preparation manual R.D. Osorno ISBN: 6214180660 | COPY | 10 | | |
| 31 | Risk management as applied to safety, security and sanitation / R.D. Osorno. 2019. ISBN:9786214180691 | COPY | 5 | | |
| 32 | Abstracting and indexing made easy, 2nd edition / J. Buenrostro. 2018 ISBN:9789719645641 | COPY | 5 | | |
| 33 | The complete reviewer for librarians' licensure examination, volume 7. 2018 ISBN: 9789719645658 | COPY | 5 | | |
| 34 | Comprehensive reviewer for fire officer examination / Medina, 2017 ISBN: 9789719617969 | COPY | 5 | | |
| | | | | Total Quoted Amount | |

Amount in Words:_____

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| OTHER INSTRUCTIONS/SPECIFICATIONS: | |
| 1. Copy of Certificate of Copyright Registration | |
| 2. Copy of Authority to sell from the Publisher (if not the copyright owner) | |
| 3. Copy of Certificate of Registration from the National Book Development Board | |

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address