



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



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date: **June 08, 2021**  
PR No: **GF-20-10-01906**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
  
Project Title : **PROCUREMENT OF POSTURAL TRAINING MIRROR AND OTHERS**  
  
Approved Budget for the Contract : **Php 248,550.00**  
  
End-User / Implementing Office : **QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES**

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 **June 11, 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; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (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 POSTURAL TRAINING MIRROR 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. 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 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	Postural Training Mirror: 1/4" thick distortion-free glass mirror with ANSI 297 safety backing, hardwood, plywood frame, rolls easily on 3" swivel casters, finished almond laminated back	unit	1		
2	Gas Stove Set: double burner gas stove with griller/oven, stainless steel body, detachable trivet for easy cleaning, automatic Ignition; 11 kg gas tank with regulator, hose, clamps, safety device, and movable stand; all branded	set	2		
3	Aluminum multi-function ladder (3-6-12 ft), heavy duty, branded	unit	1		
4	Stepladders Wooden Household Folding Ladder Stool Dual Purpose Three-story stair stool (3 layers) Weight about 5.5 kg Easy to reverse with handle plate thickness 1.8cm non-slip mat does not hurt the floor	set	1		
5	DOI IRON Indoor Therapy Sensory Swing for Kids with Mounting Hardware, adjustable Snuggle Cuddle Hammock Lycra Swing has Calming Effect on Child with Special needs; Material Nylon	unit	1		
6	Advantage Line Bolster Swing. A Bolsters Swing can be used in a variety of ways to challenge postural and balance reactions, Dimensions: 9"dia. 48"L, 69"H	unit	1		
7	Prone stander calibrated angle adjustment the client from 0 to 85 degrees, optional accessories enable therapist to customize the supports to a client's needs. Board length 23 1/2 -16 without kneeboard; 60-41 with kneeboard; Board width (top/bottom) 12 1/2"; Top of board to footboard 20" - 35"; Height when horizontal 29 1/2"; Height when vertical 38 1/2"; Distance between laterals 8" -16"; Base width 23"; Base length 35"; Tray inside width (widest point) 22 1/2" ; Tray inside length 17 1/2" ; Max. working load in lbs 100	unit	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