



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 : SEPTEMBER 14, 2021  
PR No. : EPWMD-21-MS-247E

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FIRST AID KIT AND OTHERS  
Approved budget of the Contract : Php 22,470.00  
End-User / Implementing Office : TF ON SOLID WASTE COLLECTION, CLEANING AND DISPOSAL SERVICES MANAGEMENT (EPWMD)

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 SEPTEMBER 17, 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 **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 FIRST AID KIT 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.

  
**LATTY. 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	<b>FIRST AID KIT SET</b> <ul style="list-style-type: none"> <li>• 1 Pack (5pcs) Medical Plasters, Standard Size</li> <li>• 1 Pack gauze pads 12 ply 2x2</li> <li>• 2'x 5 yard Elastic bandages</li> <li>• (5) pcs Standard size Safety pins</li> <li>• (1) pc Tweezers</li> <li>• (1) pc Small Size Scissors</li> <li>• (7) pairs Sterile Gloves</li> <li>• (7) packs Cleaning Wipes,</li> <li>• 1 unit Digital Thermometer</li> </ul> <u>Medicines:</u> <ul style="list-style-type: none"> <li>➤ 3 pcs Anti-inflammatory 200mg</li> <li>➤ 3 pcs Paracetamol 500mg</li> <li>➤ 3 pcs Loperamide 2mg</li> <li>➤ 3 pcs Antacid 30mg</li> <li>➤ 3 pcs Antihistamine 20mg</li> <li>• Antihistamine Cream, 25mg</li> <li>• 1 Bottle (120ml) of Antiseptic</li> <li>• 1 roll 3M Medical Tape</li> </ul>	set	7		
2	<b>FACEMASK</b> , Disposable N95 type	pc	1,827		
<b>Total Quoted Amount</b>					

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

**Other Requirements:**

1. Copy of valid, current License to Operate for Medical Supplies/Devices from DOH Accreditation as Supplier, Distributor or Manufacturer.
2. Copy of valid, current License to Operate from FDA and/or DOH Accreditation as Supplier, Distributor or Manufacturer for Drugs and Medicines.
3. Copy of current and valid Certificate of Product Registration (CPR) for item no. 1 (First Aid Kit) indicated under medicines.

Delivery Period : **Thirty (30) Calendar Days**  
 Warranty :

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

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

\_\_\_\_\_  
 Date

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