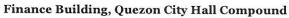


Republic of the Philippines QUEZON CITY GOVERNMENT

BAC-Goods and Services 2nd Floor, Procurement Department,





REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT (SECTION 53.9)

	Date : <u>SEPTEMBER 21, 202</u> PR No. : <u>QCPC-21-PS-408</u>
Name of Company	:
Address	i
Contact No.	:
Project Title	PRINTING OF GABAY BOOKLET IEC MATERIAL
Approved budget of the Contract	: <u>P 500,000.00</u>
End-User / Implementing Office	e : QUEZON CITY PROTECTION CENTER
Please quote you	r best offer for the item/s described below, subject to the Terms and Conditions provided.
	on duly signed by you or your duly authorized representative not later than
	R 24, 2021 10:00AM Philippine Standard Time, together with the following documents
of your company:	
1 2	PhilGEPS certificate (not expired on the time of opening of quotations); Business Registration (DTI/SEC)
3	Mayor's/Business Permit (2021);
4 5	Tax Clearance; and Omnibus Sworn Statement prescribed by QC BAC – Goods and Services
6	Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00)
7	If applicable, the JVA in case the joint venture is already in existence, or duly

in a **SEALED LONG BROWN ENVELOPE** shall:

successful.

Contain the Project Name and PR Number of the contract to be bid in capital letters;

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

Bear the name and address of the Bidder in capital letters; 2

Be addressed to the Procuring Entity's BAC.

Project Title:

PRINTING OF GABAY BOOKLET IEC MATERIAL

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.
- 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	PRINTING OF GABAY BOOKLET IEC MATERIAL	сору	2,500		
	Trim size: 8.5 x 5.5inches (letter size half booklet)				
	Paper cover: C2s 180#, inside matt 80#	-			
	No. of pages: 20 pages				
	Color back-to-back cover				
	Inside pages – colored				
	Others: with UV lamination on cover				
	Total Quoted Amount				

mount in Words:			
	Delivery Period Warranty	: :	Thirty (30) Calendar Days
			Signature over printed name
			Office Telephone No./Fax/Mobile No.
			Date
			E-mail Address

