



**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 : **OCTOBER 05, 2021**
PR No. : **CGSD-21-AP-537**

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **PROCUREMENT OF VARIOUS PLANTS**

Approved budget of the Contract : **P 352,730.45**

End-User / Implementing Office : **CITY GENERAL SERVICES DEPARTMENT**

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 OCTOBER 08, 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; and
- 5 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 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 PLANTS**
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.
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	Bougainvilla plant, 12 x 12 inches	piece	25		
2	Dwarf Yellow Bell plant, 1 foot ht., outdoor plant ornamental	piece	60		
3	Eugenia plant, 5 feet, outdoor plant ornamental	piece	25		
4	Fertilizer-Urea	kilo	1		
5	Fertilizer-Vermi African night crawler	kilo	1		
6	Ficus Benjamina plant, 3 feet, outdoor plant ornamental	piece	20		
7	Garden soil	Cubic meter	2		
8	Golden Palmera, 3 feet, outdoor plant ornamental	piece	30		
9	Japanese Bamboo, 3 feet, outdoor plant ornamental	piece	200		
10	Palmera Plant, 2 feet, indoor/outdoor plant	piece	300		
11	Picarra plant, 12 x 12 inches, outdoor plant	piece	15		
12	Rhapis plant, 5 feet, outdoor plant	piece	20		
13	Root Booster, 500ml,	bottle	1		
14	Song of India plant, 5 feet, outdoor plant	piece	20		
15	Thai Bamboo plant, 3 feet ht., outdoor plant ornamental	piece	25		
16	White Angel, Plant, 1 foot ht., outdoor plant ornamental	piece	100		
18	Xanadu plant, 5 feet, indoor/outdoor plant	piece	30		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : thirty (30) Calendar Days
 Warranty : _____

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 E-mail Address