



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:  
PR No:

**OCT 26 2021**  
**ITDD-21-JS-593**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF GLOVES AND OTHERS**  
Approved Budget for the Contract : **Php 149,246.00**  
End-User / Implementing Office : **QUEZON CITY INFORMATION TECHNOLOGY DEVELOPMENT 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 **OCT 29 2021 10:00 am** 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 2020) (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 GLOVES 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 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	<b>DISPOSABLE LATEX GLOVES</b> - Disposable Gloves; Latex material; Powder-Free Ambidextrous; Non-sterile; Single use only; 10pcs gloves per box; Size: Medium	box	40		
2	<b>ANTI-VIRUS PROTECTION PPE SUIT HAZMAT WASHABLE &amp; STERILIZE IN AUTOCLAVE W/ SHOE COVER</b> - Ripstop Fabric reinforcement threads in a Crosshatch pattern for maximum protection and durability, 90 gsm Washable (submerge in water) Ironing; Lightweight & Strong; One Size Fits All; Marine Blue or Teal Blue or Maroon; Hazmat Suit and Shoe Cover Set	set	20		
3	<b>FACE SHIELD W/ TRANSPARENT MASK EYE FRAME GLASSES</b> - Lightweight, minimalist design; Anti-fog, ultra-clear PET shield Easy to clean with soap & water; Unisex design Easy to assemble, replaceable shield; May be worn over glasses; Full face protection against saliva droplets & dust particles; Eyeglass frame: PC; Shield: PET	piece	35		
4	<b>KN95MASK- WASHABLE ORIGINAL (NO VALVE)</b> - Kn95 mask washable original; Effective protection of your entire face; Protective mask adopts high transparent environmental protection base material, high definition, harmless to human health; Contains multi-layer filter; Prevents fogging; Soft elastic ear-loop; Melt blown fabric; No Valve; 10pcs/pack	pack	50		
5	<b>DISPOSABLE FACE MASK</b> - Premium Disposable Face Masks 3 Ply - FDA Approved; Bacterial Filtration Efficiency >= 99%; Lightweight and High Breathability; Soft, Odorless and Non-Irritating; Leak Proof Non-Woven; High Density Filter Layer; Direct Contact Skin Layer	box	8		
6	<b>GARBAGE BAG-CLEAR</b> - Ultra Fluid Resistant; 50ocs/box garbage bag, transparent x-tie, XXL 100 pcs/pack	pack	8		
7	<b>DETERGENT LIQUID</b> - stain remover 1 Liter bottle	bottle	12		
8	<b>ALCOHOL - ISOPROPYL SPRAY TYPE</b> – 5-in-1 Isopropyl Alcohol Spray Type 70 Solution 330ml; Disinfectant Antiseptic	bottle	250		
9	<b>BATTERY</b> - dry cell, alkaline, 9V	piece	8		
10	<b>BATTERY</b> - CR2032, 3volts, lithium ion, coin cell battery pack of 5	pack	8		



11	<b>DISINFECTANT BLEACH</b> - Kills viruses and fungi; Helps remove stains; Whitens and deodorizes home and laundry items All-Purpose Bleach; 1 gallon; Lemon or Original	gallon	16		
12	<b>SOAP HAND LIQUID</b> - liquid, 500 ml, antibacterial; lemon or apple scent	bottle	50		
13	<b>CLEANING CLOTH</b> - multi-purpose cleaning cloth; flannel 18 x 18 inches 12pcs/set; multi-color	set	22		
14	<b>SEALANT SILICON</b> - Clear silicon sealant 300 grams	tube	30		
15	<b>LIGHT BULB</b> - Led light bulb 13 watts, warm white	piece	30		
16	<b>DISHWASHING LIQUID</b> - anti-bacteria 800ml; blue or yellow	bottle	20		
17	<b>DISHWASHING SPONGE</b> - Foam, size: 3 X 3 inches	piece	10		
18	<b>TOILET DEODORANT CAKE</b> - toilet freshener 100 grams	piece	49		
19	<b>Heavy Duty Cable Reel 30m Extension Cord</b> – Heavy-Duty Cable Reel 30M Extension Cord; 2,5MM SAFEGUARD CABLE REEL; Rated voltage:240V ARTICLE:2.5MM; LENGTH:30M 30M; 10MM 2.5MM2 SAFEGUARD CABLE REEL	piece	1		
20	<b>Cable/Zip Tie</b> – Nylon - Made with industrial strength 6/6 Nylon; 3,6 x 200 mm x50Pcs/pack; 50 lbs. tensile strength; Working temperature: -40 to 85 degrees C or -40 to 185 degrees F	pack	4		
21	<b>Washable Utility Gloves – Large</b> - electrical insulation, comfortable, anti-skid, high temperature gloves, gloves, protective gloves, industrial construction gloves; Size - Large	pair	6		
22	<b>USB flash drive pen drive 64GB</b> - Pen drive 64GB flash disk Stick interface; Type: USB2.0; Product Weight: 9g; Product Type: Flash Disk Style: Rectangle; Model Number: CZ71; Material: Metal; Color: Silver	piece	10		
23	<b>LABEL PRINTER CARTRIDGE. Tape Cartridge 24mm</b> - For use with LabelWorks LW-300, LW-400, LW-600P and LW-700 label printers Length: 24mm x 9m / 30ft.; 1" Black on Yellow or Black on White; Features a split-back design for easy peeling Durable, hard plastic casing for safe storage	roll	4		
24	<b>UTP CABLE CAT5</b> - Number of Pairs: 4; Total Number of Conductors: 8 AWG: 24; Stranding: Solid; Conductor Material: BC - Bare Copper; Insulation Material: PO - Polyolefin Outer Shield Material: Unshielded Outer Jacket Material: PVC - Polyvinyl Chloride Plenum (Y/N): N; Outer Jacket Ripcord – Yes UL CM Rated; Supporting frequencies of up to 250 MHz and the 10BASE-T, 100BASE-TX, 1000BASE-T, and 10GBASE-T; 1000ft/305m/box; Easy to Install	roll	2		
25	<b>FIRE EXTINGUISHER REFILL (10 LBS.)</b> - fire extinguisher (REFILL), dry chemical, 4.5 kg mono ammonium phosphate for ABC class of fire, non-conductor, non-toxic, with pressure gauge for visual inspection, good quality branded	unit	4		
<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