



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : **November 29, 2021**
PR No. : **CGSD-21-OS-849**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF CERTIFICATE HOLDER AND OTHERS**
Approved budget of the Contract : **P 107,147.16**

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 **DECEMBER 03, 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 CERTIFICATE HOLDER 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](tel:89884242) loc. [8506/8709](tel:85068709).

(SGD.) 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
ADMINISTRATIVE SUPPORT PROGRAM					
1	Certificate Holder Plastic, assorted color, (8.5 inches x 11 inches) with clear plastic front hard pc.	piece	15		
2	Connector RJ45 100s/pack, heavy duty	pack	2		
3	Dual USB Drive 3.0 64GB OTG USB Windows Vista, Windows 7, Windows 8, Mac OS10.6+; Interface: Micro USB and USB 3.0 Connectors	piece	4		
4	Keyboard Computer, USB port	piece	5		
5	Keyboard Ultra Slim Anti-RSI, B/W, PS/2	piece	10		
6	Mouse Optical OP-620D 2x Click PS/2	piece	10		
7	Power Plug Conversion Adaptor Universal AC Travel Power Plug Conversion Adaptor; Max Output: 10A; 250V; 2 Pins Universal Travel Power Plug Adapter	piece	5		
8	USB 2.0 Hub with Multiple Card Reader High Quality 3 ports USB 2.0 Hub; 75x75x30mm; Supports USB 2.0 compatible USB 1.0/ 1.1, runs at 1.5/12/480 Mbps; Expands the 2.0 USB interfaces; can supply up to 500MA; Built in current overload short circuit protection device; computer automatic identification installation, no driver required, plug and play.	piece	2		
9	USB/Flash Drive-128GB 2.0 Compatible, plug and play.	piece	2		
10	UTP Cable Cat5e, 305m/roll	roll	2		
11	Duct Tape 50 mm, 50 meters/roll	roll	2		
12	Twist Tie 30 meters	piece	3		
PROPERTY MANAGEMENT PROGRAM					
13	Keyboard Computer USB port	piece	2		
14	Mouse Pad, standard size	piece	4		
15	Inspection Kit 2 in 1 laser tape measurement, Digital caliper mm/inch convertible, Magnifying glass, LED Tactical Flashlight, Cutter, Conversion Table and Leather Bag	set	4		
BUILDING AND GROUNDS MANAGEMENT PROGRAM					
16	Glue Gun 110V-240V, branded, good quality, 40w, big	piece	2		
17	Duct Tape 50mm, 50 meters/roll	roll	3		
18	Tape Teflon, big	piece	5		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address