



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : **November 29, 2021**  
PR No. : **CGSD-21-SA-422B**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **SUPPLY AND INSTALLATION OF ALUMINUM AND REFLECTORIZED SIGNAGES**  
Approved budget of the Contract : **P 972,344.00**

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

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: **SUPPLY AND INSTALLATION OF ALUMINUM AND REFLECTORIZED SIGNAGES**

**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.

**(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
	FABRICATION & INSTALLATION OF ALUMINUM & REFLECTORIZED SIGNAGES (Standard Grade): A. FOR PARKING BUILDING				
1	<b>SPEED LIMIT 10kph</b> – 60cm x 80cm	piece	5		
2	<b>NO ENTRY (logo)</b> – 60cm x 80cm	piece	5		
3	<b>NO EXIT (logo)</b> - 60cm x 80cm	piece	5		
4	<b>EXIT THIS WAY (logo)</b> - 60cm x 80cm	piece	5		
5	<b>PARKING FOR PWD (logo with post)</b> - 60cm x 80cm	piece	5		
6	<b>SLOW DOWN PEDESTRIAN CROSSING (logo with post)</b> – 60cm x 80cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above and ground.	piece	5		
7	<b>PARKING REMINDERS: (post)</b> – 120cm x 70cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground THE QUEZON CITY GOVERNMENT IS NOT RESPONSIBLE FOR ANY LOSS OF VEHICLE OR DAMAGE TO PERSONAL PROPERTY AND ACCESSORIES LEFT THEREIN: *FOR SECURITY & SAFETY OF YOUR VEHICLES, PLEASE OBSERVED THE FOLLOWING: - TURN OFF YOUR CARE ENGINE WHILE INSIDE THE PARKING AREA - DO NOT LEAVE YOUR VALUABLE PERSONAL BELONGINGS, DOCUMENTS & MONEY INSIDE YOUR CAR - CHECK ALL CAR LOCKS, LIGHTS & CAR COMPARTMENT BEFORE LEAVING THE VEHICLE - EXIT AT THE DESIGNATED GATE ONLY - STRICTLY OBSERVE TRAFFIC RULES & REGULATIONS WITHIN THE QUEZON CITY HALL COMPOUND <b>INFORMATIVE/DIRECTIONAL SIGNAGE WITHOUT POST (SIGN FACE ONLY)</b> –Material Specification: Prismatic and RCF/3M Engineer Grade Film, 3M ACP sub strates, with G23 gray Polymer structural adhesive tape 12mm x 2.3mm thick, to be mounted to wall and post.	piece	5		
8	<b>NUMBERS ON POST (1A, 1B, 1C FROM PARKING LEVEL 1 TO LEVEL 4)</b> – 40cm x 40cm	piece	100		
9	<b>LEVEL FLOOR PARKING SIGN (PARKING LEVEL 1-5)</b> – 40cm x 70cm	piece	5		
10	<b>STAIRS AND ELEVATOR</b> – 40cm x 70cm	piece	3		
11	<b>NO SMOKING</b> – 45cm x 60cm	piece	10		
12	<b>PLEASE GIVE WAY TO PERSONS WITH DISABILITY, SENIOR CITIZENS &amp; PREGNANT WOMEN</b> – 60cm x 80cm	piece	1		
13	<b>EXIT THIS WAY</b> – 40cm x 70cm	piece	4		
14	<b>NO ENTRY</b> – 40cm x 70cm	piece	4		
15	<b>IN CASE OF FIRE AND EARTHQUAKE DO NOT USE ELEVATOR USE THE STAIRS</b> – 20cm x 30cm	piece	5		
16	<b>SERVICE FLOORS: 1,2,3,4,5</b> – 10cm x 100cm	piece	1		
17	<b>VERTICAL CLEARANCE/ENTRANCE</b> – 60cm x 240cm	piece	2		
18	<b>MOTOR CYCLE PARKING AREA (LOGO WITH POST)</b> – 60cm x 80 cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground.	piece	1		

19	<b>CAUTION CHILDREN KEEP AWAY (low railings)</b> – 45cm x 60cm	piece	7		
20	<b>CCTV ROOM</b> - 15cm x 60cm	piece	1		
21	<b>MACHINE ROOM</b> – 15cm x 60cm	piece	1		
22	<b>GROUND FLOOR</b> – 40cm x 80cm	piece	3		
23	<b>2ND FLOOR</b> – 40cm x 80cm	piece	3		
24	<b>3RD FLOOR</b> – 40cm x 80cm	piece	3		
25	<b>4TH FLOOR</b> – 40cm x 80cm	piece	3		
26	<b>5TH FLOOR</b> – 40cm x 80cm	piece	3		
	<b>B. FOR QUEZON CITY HALL BUILDINGS</b>				
27	<b>CCTV ROOM</b> – 20cm x 60cm	piece	2		
28	<b>FIRE HOSE &amp; FIRE EXTINGUISHER CABINET</b> – 20cm x 60cm	piece	4		
29	<b>PUMP ROOM</b> – 15cm x 60cm	piece	7		
30	<b>SECURITY ROOM</b> – 15cm x 60cm	piece	1		
31	<b>OLD SP-2127 s-2012</b> – 15cm x 60cm	piece	6		
	<b>C. FOR QUEZON CITY HALL GROUNDS</b>				
32	<b>NO LITTERING WITH POST &amp; LOGO</b> – 60cm x 80cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground.	piece	4		
33	<b>EXIT WITH LEFT ARROW &amp; POST</b> 60cm x 80cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground.	piece	4		
34	<b>EXIT WITH RIGHT ARROW &amp; POST</b> - 60cm x 80cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground.	piece	4		
35	<b>THIS WAY TO MOTOR CYCLE PARKING AREA (with arrow signed &amp; post)</b> – 90cm x 90cm, material: G.I, size 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground	piece	1		
36	<b>GATE 10 (with post)</b> – 45cm x 60cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground	piece	1		
37	<b>Civic Center F (aluminum composite panel w/ backing board frame 6ft stand)</b> – 90cm x 90cm	piece	1		
38	<b>Civic Center E (aluminum composite panel w/ backing board frame)</b> – 90cm x 90cm	piece	1		
39	<b>GIVE WAY TO EXITING VEHICLE with post</b> – 60cm x 80cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground.	piece	2		
40	<b>NO PARKING TOW AWAY – ZONE</b> - 60cm x 80cm, material: G.I, size: 2 ½" dia., post height: 7ft tall, 1ft below the ground and 6ft above the ground.	piece	4		
41	<b>NO PARKING WITH POST</b> – 60cm x 80cm	piece	4		
42	<b>ENTRANCE WITH RIGHT ARROW SIGN</b> – 40cm x 80cm	piece	1		
43	<b>EXIT THIS WAY WITH RIGHT ARROW</b> – 40cm x 80cm	piece	4		
44	<b>EXIT THIS WAY LEFT ARROW</b> – 40cm x 80cm	piece	4		
45	<b>NO PARKING WITH STAND</b> – 60cm x 80cm	piece	5		
46	<b>ARROW SIGN ↓</b> - 40cm x 80cm	piece	12		
47	<b>EXIT WITH ARROW SIGN ←</b> - 40cm x 80cm	piece	10		
48	<b>NO ENTRY WITH LOGO</b> - 60cm x 80cm	piece	5		
49	<b>NO LEFT TURN</b> – 60cm x 80cm	piece	5		
50	<b>ARROW SIGN ↑</b> - 40cm x 40cm	piece	10		
	<b>D. FOR CIVIC BUILDING D</b>				
51	<b>ELECTRICAL ROOM</b> – 15cm x 60cm	piece	6		
52	<b>DIRECTIONAL SIGN GOING TO CR with right arrow</b> – 30cm x 40cm	piece	6		
53	<b>DIRECTIONAL SIGN GOING TO CR with left arrow</b> - 30cm x 40cm	piece	6		
54	<b>PLEASE GIVE WAY TO PERSONS WITH DISABILITY, SENIOR CITIZENS &amp; PREGNANT WOMEN</b> – 60cm x 80cm	piece	1		
	<b>F. FOR CIVIC BUILDING F</b>				
55	<b>ELECTRICAL ROOM</b> -15cm x 60cm	piece	2		
56	<b>DIRECTIONAL SIGN GOING TO CR with right arrow</b> – 30cm x 40cm	piece	6		
57	<b>DIRECTIONAL SIGN GOING TO CR with left arrow</b> - 30cm x 40cm	piece	6		
58	<b>SENIOR CITIZEN &amp; PREGNANT WOMEN</b> – 60cm x 80cm	piece	1		
59	<b>NO SMOKING</b> – 45cm x 60cm	piece	2		
60	<b>GATE MAKATUNGAN</b> – 60cm x 80cm	piece	2		
61	<b>GATE EAST AVENUE</b> - 60cm x 80cm	piece	2		
	<b>Total Quoted Amount</b>				

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

Delivery Period : Fifteen (15) Calendar Days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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