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
NEGOTIATED 53.9

DATE : NOV 09 2021

PROJECT NO. : CMO-21-IT-730

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : PROCUREMENT OF COMPUTER SOFTWARE

Approved Budget of the Contract : P 1,000,000.00

End-User / Implementing Office : OFFICE OF THE CITY MAYOR

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 NOV 12 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; and
5 Omnibus Sworn Statement prescribed by the **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 COMPUTER SOFTWARE

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
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	Computer Software, document tracking system for City Treasurer's Office- Software development for document tracking system. Document Tracking System is the integration of Financial Management Unit and Cash Division of the City Treasurer's Office for the automation of the process if accessing, searching and locating the documents (vouchers and payrolls) that enables you to control who views or edits a document and the monitoring of disbursement, preparation and issuance of checks. The system is made of the computerization of encoding and location of vouchers and payrolls back and forth from the City Accounting Dept. to the Financial Management Unit, the encoding and monitoring module for vouchers and payrolls will determine the funds, payee, period covered and office transactions, summary of vouchers and payrolls. Under Cash Division, the disbursement and check module make it easier to monitor checks that are cleared (paid) and are still outstanding (unpaid), creates a summary report on disbursement of vouchers and payrolls	Lot	1		
				TOTAL	

Amount in Words : _____

_____

Delivery : Thirty (30) Calendar Days
Warranty : _____

_____
Signature over printed name

_____
Office Telephone No./Fax/Mobile No.

_____
Date

_____
Email Address