



**REQUEST FOR QUOTATION  
SMALL VALUE PROCUREMENT  
NEGOTIATED 53.9**

DATE : November 29, 2021  
PROJECT NO. : OCPMV-21-FIXTURE-851

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : Supply and Installation of Partition with Furniture  
Approved Budget of the Contract : P 600,000.00  
End-User / Implementing Office : Office of Councilor Patrick Michael D. Vargas

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 3, 2021 10:00 A.M.** 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:** Supply and Installation of Partition with Furniture

**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**  
Head, BAC-Secretariat

TERMS AND CONDITIONS					
<div>1. Bidders shall <b>provide correct and accurate</b> information required in this form.</div> <div>2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.</div> <div>3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.</div> <div>4. Quotation <b>exceeding</b> the Approved Budget for the Contract (ABC) shall be <b>rejected</b>.</div> <div>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.</div> <div>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.</div> <div>7. The City General Services Department (CGSD) shall have the right to inspect the goods.</div> <div>8. <u>Non-submission of eligibility documents shall mean disqualification of Quotation.</u></div> <div>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.</div> <div>10. Failure to follow these instructions will disqualify your entire quotation.</div>					

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>EXECUTIVE TABLE</b> made at high press laminated wood, metal legs and cover in front, side return can be arranged according to space length 160cm/width 80cm/height 75cm	Unit	1		
2	<b>EXECUTIVE CHAIR</b> with head rest, nylon mesh seat and backrest; with polished aluminum skeletal back support frame; with adjustable headrest; with adjustable armrest; wire controls mechanism for synchro-tilt, seat depth and pneumatic seat; adjustable tilt angle; with memory lock; with tilt tension control knob; with polished aluminum base and 60mm casters; light grey frame	Unit	1		
3	<b>SOFA</b> with armrest, customized. Materials: Foam, Legs: 1inch x 2inches Stainless Steel, Accessories: Adjustable Glide, Dimension: W2100x750xH800mm	Unit	1		
4	<b>STAFF CHAIR</b> material: polyester elastomer mesh; structural member backrest, seat & armrest part: polypropylene;	Unit	7		

	back cover: polypropylene; upholstery material back & seat: polyester; cushioning material urethane foam; seat part: metal (steel); surface treatment seat metal parts: epoxy paint; leg: nylon, ABS resin; caster: nylon; dimension width 580mm x depth 580mm x height 835mm (835-915mm); seat height: 410mm (410-490mm); color: blue and white				
5	<b>MOBILE PEDESTAL CABINET</b> 3 Drawers (2 small & 1 File Drawer), Ball Bearing Roller, Steel, Gauge 22, powder coated, Dimension: W40xD56xH70cm	Unit	3		
6	<b>SUPPLY AND INSTALLATION OF PARTITION</b> customized, 5 cm thick partition with color blue fabric upholstery, light gray PVC frame cover, with wire trunking management system. Full fabric partition, 2 panels. Dimension: (H105xW120) cm. Full fabric partition, 4 panels. Dimension: (H105xW90) cm. Full fabric partition, 10 panels, Dimension: (H105xW60) cm. Table top with 3cm thickness, with grommet holes, melamine gray finish, W90cm x D60cm, 4 pcs Table top with 3cm thickness, with grommet holes, melamine gray finish, W 120cm x D60cm, 2 pcs Counter top melamine gray finish, W90cm x D30cm, 2 pcs Includes installation cost	Lot	1		
7	<b>SUPPLY AND INSTALLATION OF MODULAR CABINETS</b> customized, made of marine plywood ½ inch	Lot	1		

	with laminated panel sheets 1.0mm thick, with soft elapsing hinges and 2.0mm x ¾ inches thick PVC edging. Hanging Cabinet customized, dimension: 0.65 m x 3.70 m, 2 lot; Coat cabinet, customized, 0.90 m x 0.70 m Includes Labor Cost				
8	<b>SUPPLY AND INSTALLATION OF BLINDS</b> customized roll up combi blinds, made of 100% polyester imported fabrics, horizontal segments alternating between sheer and semi-opaque, bead chain cord operating system. Color: brown 1 set 79 inches x 53 ½ inches, 1 set 79 inches x 45 ½ inches, 1 set 79 inches x 50 ½ inches Includes Labor Cost	Lot	1		
TOTAL					

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address