



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
BAC- Goods and Services  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SHOPPING 52.1b**

Date : **NOVEMBER 29, 2021**  
PR No. : **QCCCD-21-JS-831B**

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Project Title : **PROCUREMENT OF VARIOUS JANITORIAL SUPPLIES**

Approved budget of the Contract : **P 81,586.33**

End-User /  
Implementing Office : **QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES**

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 VARIOUS JANITORIAL SUPPLIES**

**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
1	Alcohol, ethyl, 70% solution, scented, 3.785 liters	bottle	30		
2	Alcohol, isopropyl, 70% solution, scented, 3.785 liters	bottle	27		
3	Detergent Powder, all purpose, 1kg/pack	pack	50		
4	Bleaching Liquid Disinfectant, Stain Removal, Deodorizing Disinfectant, 1 gallon per bottle	bottle	60		
5	Rags, all cotton, 32pcs/kilo/bundle, min.	bundle	5		
6	Air freshener, aerosol, 280 ml/can	can	14		
7	Disinfectant spray, aerosol type, 400-550 gms.	can	40		
8	Insecticide, aerosol type, net content 600 ml.	can	12		
9	Furniture Cleaner, aerosol type, 300ml min. per can	can	12		
10	Mop Head, made of rayon, weight: 400 grams min.	piece	24		
11	Mophandle, heavy duty, aluminum, screw type	piece	9		
12	Cleaner, Toilet Bowl and Urinal, 900ml-1000ml capacity	bottle	24		
13	Dust Pan, non-rigid plastic, w/ detachable handle	piece	6		
14	Broom, Soft tambo	piece	9		
15	Broom, ting-ting	piece	6		
16	Toilet Plunger	piece	3		
17	Toilet Tissue Paper, 2-ply, 100% recycled	pack	30		
18	Tissue, interfolded paper towel	pack	36		
19	Scouring Pad, 5 pieces per pack	pack	18		
20	Dishwashing sponge double sided, 10 pcs/pack	pack	3		
21	Toilet deo cake, deodorizer/moth proofer 50 gms, 3 pcs/pack	pack	54		
22	Hand Soap, Liquid, 500ml	bottle	12		
23	Hand Sanitizer, 500 ml	bottle	4		
24	Trashbag, GPP specs, black, 940mmx1016mm	pack	5		
25	Trashbag, yellow	pack	5		
26	Wastebasket, non-rigid plastic	piece	9		
27	Toilet bowl brush: plastic durable with handle, different sizes and colors,	piece	10		
28	Rubber gloves, materials nitrile, thickness 4mil, color any, size medium size 8, acid/solvent resistant	pair	12		
29	Rubber Gloves Latex Kitchen Long	pair	12		
30	Kitchen self plastic cupload with lid drain dish rack	unit	3		
<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