



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : February 15, 2022
PR No. : OCJBANAL-22-
FURNITURE-163

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF EXECUTIVE TABLE AND OTHERS**

Approved budget of
the Contract : **Php 428,882.00**

End-User /
Implementing Office : **OFFICE OF COUN. JORGE L. BANAL**

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 February 18, 2022, 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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 EXECUTIVE TABLE 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 loc. 8506/8709.


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 in black ink only.
- 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 initiated 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	EXECUTIVE TABLE high pressure laminated Marine Plywood with Matching HPL Edging, 18mm Marine Plywood Doors and Drawers-high pressure laminate (exterior), Full extension-30kgs. Tandem runner, soft-closing by FGV/HAFELE; handles-128mm stainless steel finish or handgrab Dimension: 1600L x 750H x 800D mm Side table cabinet with 3 drawers, Dimension: 800L x 750H x 450D mm	piece	1		
2	EXECUTIVE CHAIR High back chair, black leatherette, base metal in chrome finish, metal chrome armrest with padded leatherette finish	piece	1		
3	SOFA-3 SEATER Customized, leatherette upholstered, tufted with buttons, 1 inch x 3 inches stainless steel finished Dimension: 2100 W x 650 D x 800 H				
4	ROUND SIDE TABLE 450 diameter 10mm thick tempered gloss top on stainless steel leg base.	piece	1		
5	STAFF TABLE Customized, laminated marine plywood, Dimension: 1000L x 750H x 600D mm, with two drawers	piece	5		
6	STAFF CHAIR without armrest, fabric seat and back, black finish tilt/reclining function, gas lift for height adjustment	piece	5		
7	VISITOR CHAIR sled type, with armrest, black fabric seat and back, cantilever base	piece	2		
8	VISITOR CHAIR stackable chair, black fabric seat and back finish without armrest	piece	6		
9	SUPPLY AND INSTALLATION OF BLINDS customized roll up combi blinds, made of 100% polyester imported fabrics, horizontal segments alternating between sheer and semi-opaque, bead chain cord operating system, light gray and white, 1 set 73 inches x 53 inches; 1 set 73 inches x 45 1/4 inches; 1 set 53 inches x 48 1/2 inches Includes installation cost	lot	1		
Total Quoted Amount					

Amount in Words: _____

Other Requirement/s:	
•	Statement of Warranty (minimum of one (1) year)

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address