



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: March 29, 2022
PR No: VET-22-PS2-299

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PRINTING OF MEAT INSPECTION CERTIFICATE AND OTHERS** ✓
Approved Budget for the Contract : **Php 899,900.00** ✓
End-User / Implementing Office : **QUEZON CITY VETERINARY DEPARTMENT** ✓

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 **April 01, 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;
- 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.

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For any clarification you may contact us at 89884242 loc. 8505/8709.


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.
- 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
	ABC - Php863,500.00				
1	MEAT INSPECTION CERTIFICATE, Size: 8.5 x 5.5 inches, no. of pages = 50 sets x 3 pcs/set, stock cover: 1st white bond, inside: 2nd & 3rd-colored bond, colors: cover 1 color 1 side, process: offset bindery: padded, pre-numbered, color: original copy: white, duplicate copy: yellow, triplicate copy: blue	Pad	500		
2	VETERINARY CLEARANCE, materials: bristol paper, non-blot printing, size: A4, 150 gsm, white	Piece	3,500		
3	FISH HANDLER'S I.D, white cards, back to back non-blot printing, size: 2 inches x 1 1/2 inches, materials: bristol board	Piece	8,000		
4	MEAT HANDLER'S I.D, white cards, back to back non-blot printing, size: 2 inches x 1 1/2 inches, materials: bristol board	Piece	15,000		
5	CITATION TICKET, triplicate copy. Padded, carbonized, pre-numbered	Pad	550		
6	ENTRY PERMIT FORM, Size: 8.5 x 5.5 inches, no. of pages = 50 sets x 3 pcs/ set, stock cover: 1st white bond, inside: 2nd & 3rd- colored bond, colors: cover 1 color 1 side, process: offset bindery: padded, pre-numbered, color: original copy: white, duplicate copy: yellow, triplicate copy: blue. Carbonized	Pad	386		

7	ORDER PAYMENT FORM. Size: 8.5 x 5.5 inches, no. of pages = 50 sets x 3 pcs/set, stock cover: 1st white bond, inside: 2nd & 3rd- colored bond, colors: cover 1 color 1 side, process: offset bindery: padded, pre-numbered, color: original copy: white, duplicate copy: yellow, triplicate copy: blue. Carbonized	Pad	500		
8	ANTI-RABIES VACCINATION CARD, Foldcote 12, size: 5.5 (L) x 4.5 (W) inches , back to back print full color with QC Logo and City Veterinary Department Logo	Piece	35,000		
	ABC - Php36,400.00				
9	MEAT TRANSPORT VEHICLE ACCREDITATION STICKER, Triangular in shape, size: 3 inches, glossy, waterproof, color: white and blue with print	Piece	700		
	Total Quoted Amount				

Amount in Words: _____
_____.

Delivery Period : Sixty (60) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

