



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



**REQUEST FOR QUOTATION
NEGOTIATED – 53.9**

DATE : MAY 2, 2022

PROJECT NO. : PESO-22-BMOP-253B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS BOOKS
Approved Budget of the Contract : P25,090.80
End-User / Implementing Office : Public Employment Service Office

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 **MAY 6, 2022, 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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 BOOKS

**Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound**

or 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	Book: Everyone's Labor Code - C.A. Azucena 2021	Book	1		
2	Book: The Labor Code with Comments & Cases Vol. I, Labor Standards & Welfare Edition 8 Year 22 - C.A. Azucena	Book	1		
3	Book: The Labor Code with Comments & Cases Vol. II, A. Labor Relations B. Employment Termination Edition 8 Year 22 - C.A. Azucena	Book	1		
4	Book: The Labor Code of the Philippines Codal Pocket Size 2020 Edition	Book	1		
5	Book: The 1987 Philippine Constitution Codal Pocket Size 2016	Book	1		
6	Book: Legal Writing Plain and Simple A Practical Guide for Law Students and Beginning Lawyers, 2021 Edition by Arvin Antonio Ortiz	Book	1		
7	Book: Legal Forms and Practical Exercises, 2021 Edition by Carmencita Calantad-Dabu & Mary Christine Dabu-Pepito	Book	1		
8	Book: Legal Lexicon by Atty. Alvin Claridades 2015	Book	1		
9	Book: The New Civil Code of the Philippines 2020 Edition	Book	1		
10	Book: Rules of Court 2020 Edition	Book	1		
11	Book: The Revised Penal Code, Criminal Law, Book One, Articles 1-113 2021 Edition by Luis B. Reyes	Book	1		
12	Book: Labor Law I: The Law on Labor Standard - by Paulino Ungos Jr	Book	1		
13	Book: Labor Relation and Laws on Dismissal with Notes and Comments Vol II - by Salvador Poquiz 2018	Book	1		
14	Book: Labor Laws and Social Legislation - by Cecilio Duka 2019	Book	1		
TOTAL					

Amount in Words : _____

Delivery Period : **Forty-Five (45) Calendar Days**

Warranty : _____

Additional Requirements:

1. Copy of Authority to sell from the Publisher (if not the copyright owner)
2. Copy of Certificate of Registration from the National Book Development Board

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address