



## REQUEST FOR QUOTATION SHOPPING - SECTION 52.1B

DATE : MAY 2, 2022

PROJECT NO. : PESO-22-CE1-422B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF MICROPHONE AND OTHERS  
Approved Budget of the Contract : P77,455.00  
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 MICROPHONE AND OTHERS**

**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	<b>MICROPHONE</b> Wireless Dual High-Quality Microphone (With AA battery)	Unit	7		
2	<b>SPEAKER</b> Frequency Response: 140Hz - 160Hz Support wideband speech and Hifi audio Volume: adjustable to 85dBA at 1.6ft (0.5meter) Microphone: Omni-directional microphone 560-degree coverage Frequency Response: 50Hz - 80Hz Supports wideband and narrowband speech	Unit	3		
3	<b>CONDENSER MICROPHONE for DSLR</b> Broadcast Quality Condenser Microphone with Integrated Flash Recorder for Canon, Nikon, Sony DSLR Cameras and Video Cameras	Unit	2		
				<b>TOTAL</b>	

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

Delivery Period : Forty- Five (45) Calendar Days  
Warranty : \_\_\_\_\_

**Additional Requirements:**

1. Statement of Warranty - Minimum of One (1) Year.

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

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

\_\_\_\_\_  
Date

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