



**REQUEST FOR QUOTATION  
SMALL VALUE PROCUREMENT  
(SECTION 53.9)**

DATE : **JUNE 07, 2022**

PROJECT NO. : **CCRD-22-OSD-533**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF REGISTRY BOOKS AND CUSTOMIZED SCREWBINDER**  
Approved Budget of the Contract : **P 633,650.00**  
End-User / Implementing Office : **CITY CIVIL REGISTRY 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

**JUNE 10, 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 REGISTRY BOOKS AND CUSTOMIZED SCREWBINDER**  
**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 8-988-4242 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
	<b>REGISTRY BOOKS</b>				
1	<b>Register of Birth</b> Navy Blue, 101 pages, W: 12.4 inches; L: 11.2 inches	book	100		
2	<b>Register of Marriage</b> , Royal Blue, 101 pages, W: 18.6 inches; H: 12.2 inches	book	100		
3	<b>Register of Application Marriage License</b> , Royal Blue, 101 pages, H: 12.2 inches; W: 16.1 inches	book	100		
4	<b>Register of Death/Fetal Death</b> , Navy Blue, 101 pages, W: 12.4 inches; L: 11.2 inches	book	100		
5	<b>Register of Legal Instrument</b> , Maroon, 101 pages, W: 12.4 inches; L: 11.2 inches	book	100		
6	<b>Register of Foundling</b> , Green, 101 pages, W: 12.4 inches; L: 11.2 inches	book	50		
7	<b>Customized Chicago Screw Binder</b> , red, hardbound, heavy duty, 8½ inches x 14inches				
8	<b>Customized Chicago Screw Binder</b> , blue, hardbound, heavy duty, 8½ inches x 14inches	Pc	200		
9	<b>Customized Chicago Screw Binder</b> , green, hardbound, heavy duty, 8½ inches x 14inches	Pc	200		
10	Paper thermal, (80mm x 70mm)	roll	1800		
<b>TOTAL</b>					

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

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

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Signature over printed name

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Office Telephone No./Fax/Mobile No.

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Date

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Email Address