



REQUEST FOR QUOTATION
SHOPPING (52.1B)

Date: JUNE 7, 2022
 PR No.: VET-22-OSD-697

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : **PROCUREMENT OF CALCULATOR AND OTHERS**
 Approved budget of the Contract : **Php 96,750.00**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item No. 1	P 500.00
Item Nos. 2 - 3	P 21,250.00
Item No. 4	P 4,000.00
Item Nos. 5 - 8	P 71,000.00
TOTAL ABC	P 96,750.00

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 **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 **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 CALCULATOR 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.

(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 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	WHITEBOARD ERASER Size: 125 x 50 x 26mm, Color black	Piece	5		
2	PERMANENT MARKER PEN good quality, specific for CD-DVD, writing width:0.60mm, tip size:2.00mm, ink Color: Black	Piece	50		
3	PAPER ROLL for Epson TM-U220B Dot Matrix receipts printer ERC-38B	Roll	200		
4	CARBON PAPER blue carbon paper, Size: long, 100 pcs per box	Box	50		
5	CLIPBOARD wooden type, size: long 9 x 3 inches	Piece	40		
6	GEL PEN Good quality, 0.5mm only (tip writes fine lines), Color: Black, non-refillable, 3pcs per box	Box	20		
7	RECORD BOOK 200 pages, measurement: 5.5 inches x 8.5 inches	Piece	100		
8	CALCULATOR type: desktop type, Digit: 12 digits, Solar and Battery, rounding selector - F: floating decimals, CUT: values are cut off, UP: values are rounded up,0 5/4: values ore round off, key rollover, plastic keys designed and engineered for easy operation, with metal faceplate, Dimensions: (D x W x H): 1 75.5 x 129 x 33.2mm, Weight; 165g	Unit	30		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : **Thirty (30) Calendar Days**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address