



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



REQUEST FOR QUOTATION  
SECTION 52.1b  
SHOPPING

DATE : SEPTEMBER 06, 2022

PROJECT NO. : ASSESSORS-22-ITPAP-923

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF EXTERNAL HARD DRIVE AND OTHERS  
Approved Budget of the Contract : P 570,953.98  
End-User / Implementing Office : CITY ASSESSOR'S OFFICE

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item Nos. 1 - 6	P 427,234.00
Item Nos. 7 - 11	123,775.00
Item No. 12	3,757.98
Item Nos. 13 - 15	16,187.00
<b>TOTAL ABC</b>	<b>P 570,953.98</b>

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 **SEPTEMBER 09, 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** issued by **QC BAC- Goods and Services**.

  
**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
1	Flash drive, 32GB	pc	32		
2	External Hard Drive, 4TB	pc	4		
3	Mouse, Wireless	pc	122		
4	Keyboard, USB Connection	pc	125		
5	Anti-surge extension, Universal Outlet Extension Cord 10 Gang with Switch. 2 meters cord	pc	10		
6	Webcam with Microphone & Speaker, Camera 1080P HD Webcam with Dual Noise Reduction Microphones/Privacy Cover/Triple Installation Protection TV Desktop Camera for Video Call/Teaching/Conference	pc	28		
7	Mouse, Wireless	pc	25		
8	Keyboard, Wireless	pc	25		
9	Keyboard, USB port	pc	15		
10	Parallel Port, Printer cable 5meters	pc	50		
11	USB Cables, Male USB A to Male USB B Cable, 3meters for Printers	pc	50		
12	Dual-Way Audio Window Speaker, Counter Intercom Speaker System. 1x Dual-way counter system, External speaker, Charger One (1) year warranty	unit	3		
13	Anti-surge extension, Universal Outlet Extension Cord 10 Gang with Switch. 2 meters cord.	pc	5		
14	Keyboard, Wireless	pc	4		
15	Mouse, Wireless	pc	4		
				<b>TOTAL</b>	

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

**Other Requirement:**

**1. Statement of Warranty: Minimum of one (1) year**

Delivery Period : **THIRTY (30) CALENDAR DAYS**

Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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