



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**  
**SHOPPING - SECTION 52.1b**

DATE : September 27, 2022

PROJECT NO. : CAO-22-JS2-1245

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Project Title : PROCUREMENT OF VARIOUS JANITORIAL SUPPLIES

Approved Budget of the Contract : P 309,314.40

End-User /  
Implementing Office : OFFICE OF THE CITY ADMINISTRATOR

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 30, 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.**

**(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
1	Lemon Fresh Airfreshner Spray 320mL	can	75		
2	Fresh Blossom Disinfectant Spray 340g	can	110		
3	Multi Insect Killer Odorless Aerosol Spray 300ml	can	110		
4	Furniture Polisher Orange 330mL	can	50		
5	HDMI High Definition Cable HDMI to HDMI 6 feet	pc	5		
6	Cruzer Blade USB Flash Drive 3.0 16GB SDCZ600-016G fast reliable and secure storage	pc	100		
7	AA Battery, alkaline, long lasting power can be used in high tech devices Weight 0.5 oz no leak guarantee zero mercury 4/ pack	pack	100		
8	AAA Battery, alkaline, long lasting power can be used in high tech devices Weight 0.3 oz no leak guarantee zero mercury 4/ pack	pack	100		
9	Soft whisk broom/walis tambo w/ Dust pan/pandakot	pair	30		
10	Laundry Detergent Powder, 500 grams	pack	120		
11	Round Rags 36 pcs/ bundle	bundle	100		
12	Lemon/Kalamansi Dishwashing Liquid, 600ml	bottle	100		
13	Dishwashing Paste 200g	pc	75		
14	Hand Soap Liquid Lemon 450mL Lemon Fresh Infini Shield protection 99.9% germs remover	bottle	100		
15	Hand Soap 100g	pc	115		
16	Tornado Mop , 45x26.5x21.5cm/1.64kg, 360° rotating mophead polypropylene plastic (mop bucket) stainless steel mop handle	pc	5		
17	Adlink Cat6e 305m Utp Cable Blue	meter	2		
<b>TOTAL</b>					

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

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Delivery Period : THIRTY (30) CALENDAR DAYS  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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