



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. : OCM-22-FURNITURE-1110

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF EXECUTIVE CHAIR AND OTHERS  
Approved Budget of the Contract : P 796,476.93  
End-User / Implementing Office : OFFICE OF THE CITY MAYOR

<b>BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT</b>	
<b>ITEM NO. 1</b>	<b>P 4,480.00</b>
<b>ITEM NO. 2</b>	<b>P 57,200.00</b>
<b>ITEM NO. 3</b>	<b>P 17,500.00</b>
<b>ITEM NO. 4</b>	<b>P 43,500.00</b>
<b>ITEM NOS. 5-10</b>	<b>P 673,796.93</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 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	Toilet Sign Prompt, washroom sign plate, round 3.5 inches, metal, high quality with 2 screws, 7 pieces male, 7 pieces female	Piece	14		
2	Aircon, Window Type Inverter, 2.0 HP remote, L 72.9cm x W 65.8cm x H 42.9cm, icool green, R410A Refrigerant, 8 in 1 air filter system, auto swing mode, turbo function, anti-freeze, blue tin protection	Piece	1		
3	Industrial Fan, 215m <sup>3</sup> per minute air volume, 200 watts power with built-in thermal fuse, 24 inches tripod type industrial fan, adjustable height up to 176cm	Piece	2		
4	Acrylic Podium, pure and clear acrylic standing podium, 46 inches height with caster wheels, Quezon City Logo on shelf	Piece	1		
5	Office Table, office table with 4 drawers for storage with centralized lock made from laminated particle board, size: 19 inches x 39 inches	Piece	39		
6	Office Chair, mesh midback with armrest and gas lift, W 60.3cm x D 54cm x H 90.5-100cm, chrome base, fabric seat, mesh back, tension adjustment, fixed lumbar support, seat height and backrest angle adjustment, tilt lock mechanism, fixed armrest, weight: 15kg, weight capacity: 100kg	Piece	39		
7	Waiting Chair, 5 seater stainless waiting chair, stainless steel braces and metal chrome	Piece	2		
8	Executive Chair, Premium-42 High Back PU Chair (Beige), high density PU foam seat, PU faced back, fixed armrest, chrome base, tilt locked mechanism (can be locked at 90°), weight: 25kg,	Piece	1		

	weight capacity: 200kg, 126-132cm total height				
<b>9</b>	Executive Chair, Premium-40 High, Back PU Chair (Brown), high density PU foam seat, PU faced back, fixed armrest, chrome base, tilt lock, mechanism (can be locked at 90°), weight: 25kg, weight capacity: 150kg, 121-126cm total height	Piece	1		
<b>10</b>	Automated Roll-Up Blind, W 4.56 meters x H 1.4 meter, W 3.30 meters x H 1.4 meter, 2 units of DC motor with remote, Automated roll-up blinds, controlled by high frequency remote, A series (beige at color)	Piece	1		
<b>-TOTAL</b>					

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

**Other Requirements:**

- **Statement of Warranty – minimum of One (1) year for item Nos. 2 and 3**

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

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

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

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

\_\_\_\_\_  
Date

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