



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT**

DATE : SEPTEMBER 13, 2022

PROJECT NO. : OCM(POPS)-22-TA-1187

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF CUSTOMIZED MUG AND OTHERS
Approved Budget of the Contract : P 999,938.76
End-User / Implementing Office : OFFICE OF THE CITY MAYOR (POPS)

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 16, 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	<p>TOKENS FOR PARTICIPANTS</p> <ul style="list-style-type: none"> • MUG - 1piece, ceramic mug, 300 ml, holds 11 oz. of fluid, color white, with customized print (sublimation) • NOTEBOOK - 1piece, lined notebook, color white; subject to availability, moleskine, A5 size, 80 leaves, 80 gsm; subject to availability, elastic closure / garter, ivory color paper; subject to availability, with customized print (sublimation or engrave) • PEN - 1piece, black ink, metallic or plastic surface; subject to availability, ballpoint / point size 0.3 mm to 0.5 mm, color white; subject to availability, - with customized print (sublimation) • TOTE BAG - 1piece, canvas, standard size or 11 inches (W) x 13 inches (H), good quality, color white - with customized print (sublimation) • MINI LED FLASHLIGHT - aluminum alloy / metallic surface; subject to availability, LED, button batteries inclusive, portable flashlight, easy to carry, small 6 cm x 1.3 cm / 2.36 inches x 0.51 inch (approx.); subject to availability, color silver/red/blue; subject to availability, not customized • WHISTLE TUBE KEYCHAIN - aluminum alloy / metallic surface; subject to availability, small 4.6 cm (approx.), portable, easy to carry, color silver / red / blue; subject to availability - not customized • CARABINER HOOK - 4.8 cm / 1.89 inches (approx.); subject to availability, color silver / red / blue; subject to availability 	lot	1		

<p>- not customized</p> <p>TOKENS FOR RESOURCE SPEAKERS</p> <ul style="list-style-type: none"> • BAMBOO UTENSILS <ul style="list-style-type: none"> - reusable 4-pieces utensils with bamboo holder or reusable canvas pouch (spoon, fork, straw and brush cleaner) -bamboo holder or reusable canvas pouch with customized print (sublimation or engrave) • BAMBOO LUNCH BOX <ul style="list-style-type: none"> - 1piece, biodegradable lunch box made of plastic; subject to availability, bamboo lid, approximately 1,000 ml capacity, with customized print (sublimation or engrave) • ECOBAG <ul style="list-style-type: none"> - 1piece, muslin eco bag, 12 x 15 x 4 inches or size that fits the items, good quality, color white, with customized print (sublimation or engrave) • CUSTOM BOX <ul style="list-style-type: none"> - 1piece, corrugated box, size of box must fit to bamboo lunch box and bamboo utensils set With customized print (sublimation or engrave) • CUSTOM DOUBLE WALL MUG <ul style="list-style-type: none"> - 1piece, 250 ml to 300 ml, transparent glass, bamboo lid, with customized print (sublimation or engrave) • COFFEE TABLEA <ul style="list-style-type: none"> - 6pieces drips coffee tablea with customized print (sublimation or engrave) • STIRRER <ul style="list-style-type: none"> - 1piece, wooden stirrer, not customized • COASTER <ul style="list-style-type: none"> - 1piece, wooden coaster, round or square with customized print (sublimation or engrave) • CUSTOM BOX <ul style="list-style-type: none"> - 1piece, corrugated box, size of box must fit to double wall mug, 6 drips coffee tablea, stirrer and coaster, with customized print (sublimation or engrave) <p>CERTIFICATES</p> <ul style="list-style-type: none"> • SPECIAL PAPERS <ul style="list-style-type: none"> - 2 sheets / pieces, A4, 80gsm, color: vanilla • CERTIFICATE HOLDER <ul style="list-style-type: none"> - 1piece, A4 with 2 hangers, color: royal blue or blue <p>LOAD CARDS</p> <ul style="list-style-type: none"> • LOAD CARD/ TICKET LOAD <ul style="list-style-type: none"> - 1piece, Globe network, P50 prepaid load card / ticket load, Regular load reliable connection for calls, texts, and mobile browsing, valid up to 1 to 2 years, subject to availability • LOAD CARD/ TICKET LOAD <ul style="list-style-type: none"> - 1piece, Smart network, P50 prepaid load card / ticket load, Regular load reliable connection for calls, texts, and mobile browsing, and also works for SMART BRO, valid up to 1 to 2 years, subject to availability 				
TOTAL				

Amount in Words: _____

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

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

COST DERIVATION

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	TOKENS FOR PARTICIPANTS				
1	MUG	piece	989		
2	NOTEBOOK	piece	989		
3	PEN	piece	989		
4	TOTE BAG	piece	989		
5	MINI LED FLASHLIGHT	piece	989		
6	WHISTLE TUBE KEYCHAIN	piece	989		
7	CARABINER HOOK	piece	989		
	TOKENS FOR RESOURCE SPEAKERS				
8	BAMBOO UTENSILS	set	166		
9	BAMBOO LUNCH BOX	piece	166		
10	ECOBAG	piece	166		
11	CUSTOM BOX	piece	166		
12	CUSTOM DOUBLE WALL MUG	piece	166		
13	6 pieces DRIP COFFEE TABLEA	pack	166		
14	STIRRER	piece	166		
15	COASTER	piece	166		
16	CUSTOM BOX	piece	166		
	CERTIFICATES				
17	SPECIAL PAPERS	piece	304		
18	CERTIFICATE HOLDER	piece	152		
	LOAD CARDS				
19	LOAD CARD/ TICKET LOAD (GLOBE Network)	piece	227		
20	LOAD CARD/ TICKET LOAD (SMART Network)	piece	227		
TOTAL QUOTED AMOUNT					