



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



REQUEST FOR QUOTATION
SHOPPING 52.1b

DATE : SEPTEMBER 20, 2022

PROJECT NO. : QCGH-22-JS2-884

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS JANITORIAL SUPPLIES (TRASHBAG AND OTHERS)**
Approved Budget of the Contract : **P 150,413.20**
End-User / Implementing Office : **QUEZON CITY GENERAL HOSPITAL**

Item Nos.	Approved Budget for The Contract
1-8	81,866.85
9-16	62,882.65
17-20	5,663.70
TOTAL ABC	150,413.20

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 23, 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

[Handwritten signature]

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
	<u>MEDICAL SERVICES</u>				
	ANIMAL BITE TREATMENT CENTER				
1	Toilet Tissue Paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack	100		
	FAMILY MEDICINE DEPARTMENT				
2	Toilet Tissue Paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack	100		
	INTERNAL MEDICINE DEPARTMENT				
3	Toilet Tissue Paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack	50		
	DEPARTMENT OF OTORHINOLARYNGOLOGY- HEAD AND NECK SURGERY				
4	trashbag, plastic, gusseted type, transparent, 10pcs per roll/pack	pack	350		
	PEDIATRICS DEPARTMENT				
5	Toilet Tissue Paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack	180		
6	trashbag, plastic, gusseted type, transparent, 10pcs per roll/pack	pack	20		
7	Toilet Tissue Paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack	30		
	PSYCHIATRY DEPARTMENT				
8	ALCOHOL, ethyl, 68%-70%, scented, 500ml	gallon	23		
	<u>ADMINISTRATIVE SERVICES</u>				
	PROPERTY AND SUPPLY				
9	HYGIENIC hand wiping multi-fold towel white 24cm x 23 cm, paper towel, 250 sheets per pack, 16 packs per box	pack	33		
	ACCOUNTING DIVISION				
10	Toilet Tissue Paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack	300		
	ADMITTING/PABX SECTION				
11	Toilet Tissue Paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack	50		
	DIRECTOR'S OFFICE/ASST. DIR. FOR PROF. SERVICES/CHAPLAINCY				
12	ALCOHOL, ethyl, 68%-70%, scented, 500ml	bottle	119		
	PDER				
13	ALCOHOL, ethyl, 68%-70%, scented, 500ml	gallon	50		
	ADMINISTRATIVE RECORDS SECTION				
14	ALCOHOL, ethyl, 68%-70%, scented, 500ml	bottle	200		
15	Toilet Tissue Paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack	100		

	ENGINEERING SERVICES				
16	HYGIENIC hand wiping multi-fold towel white 24cmx23cm , paper towel 250 sheets per pack, 16 packs per box	pack	10		
	ANCILLARY SERVICES				
	DENTAL				
17	LIQUID DISHWASHING SOAP, 900ML/BOT	bottle	12		
	MEDICAL SOCIAL SERVICE				
18	trashbag, plastic, gusseted type, transparent, 10pcs per roll/pack	pack	30		
	PATHOLOGY DEPARTMENT				
20	Multi insect spray, odorless 500 ml	can	4		
TOTAL					

Amount in Words: _____

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Handwritten marks and signature