



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 – SECTION 52.1B

DATE : October 04, 2022

PROJECT NO. : CONSO-22-JS2-1415B

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : PROCUREMENT OF AIR FRESHENER AND OTHERS

Approved Budget of the Contract : P 418,076.83

End-User / Implementing Office : CITY TREASURER'S OFFICE / BOARD OF ASSESSMENT APPEALS

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
ITEM NOS. 1-15	P 379,688.75
ITEM NO. 16-20	P 38,388.08

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 **OCTOBER 07, 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
	CITY TREASURER'S OFFICE (CTO-22-JS2-1277)				
1	Air Freshener, aerosol, 280ml/150g min.	Piece	500		
2	Disinfectant Spray, aerosol type, 400-500 grams	Can	420		
3	Insecticide Spray, aerosol type net content: 600ml min.	Piece	200		
4	Rags, all cotton, 32 pieces per kilogram min.	Kilo	80		
5	Twine, plastic, one(1) kilo per roll	Roll	30		
6	LED Linear Tube, 18 watts fro series	Piece	50		
7	Trash Bag, plastic, 20 x 30, transparent 100 pieces per pack	Pack	100		
8	Connector RJ-45, heavy duty	Piece	500		
9	Extension Cord, individual switch extension cord, 5 gang; impact resistant 1.83 meters cord length; universal socket; safe for general use	Unit	15		
10	Extension Cord, individual switch extension cord 3 gang; impact resistant 1.83 meters cord length; universal socket; safe for general use	Unit	15		
11	Extension Cord, flat cord #16, black	Roll	10		
12	Plug, super heavy duty male plug, 10A, 250V	Piece	100		
13	Floor Wax, liquid type, natural	Gallon	15		
14	Housing Fixture for LED linear tube	Unit	20		
15	USB 2.0 Ethernet LAN Adaptor 100/1000 Gigabit Ethernet LAN Network Adapter, RJ45 Internet Adapter Compatible	Unit	25		
	BOARD OF ASSESSMENT APPEAL (BOA-22-JS2-1215)				
16	Alcohol 70%, Ethyl	Piece	200		
17	Flash Drive, USB 16GB Capacity	Piece	40		
18	Trash Bag, Plastic Transparent	Pack	40		
19	Toilet Tissue, 12 rolls per pack	Pack	30		
20	Furniture Cleaner, Aerosol Type	Can	24		
-TOTAL					

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address