



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 25, 2022

PROJECT NO. : OVM-22-JS2-1580

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS JANITORIAL SUPPLIES (SPINNING MOP AND OTHERS)
Approved Budget of the Contract : P 976,470.00
End-User / Implementing Office : OFFICE OF THE VICE MAYOR

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 28, 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

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	Concentrated powder - all purpose, 500 grams	pouch	660		
2	Disinfectant spray - aerosol type, 400 grams	bottle	660		
3	Dust pan - no rigid, plastic, medium, assorted color	piece	330		
4	Multi-purpose cleaner - 1 liter	bottle	660		
5	Rags all round - cotton, 1 kilo/bundle	bundle	990		
6	Toilet tissue paper - 2 ply sheets, 12/pack	pack	660		
7	Garbage bin - 11 liters with swing cover, plastic, assorted color	piece	330		
8	Garbage bag - 50 pcs/roll, clear, 18inches x 20inches	roll	990		
9	Spinning mop - 360 degrees rotating mop head, Push mop stick downward to wash or spin-dry mop head, powerful cleaning device saves time and energy, 30% more yarn than ordinary microfiber mop head, polypropylene plastic (mop head), stainless steel mop handle; microfiber is strong and lint free synthetic fiber, made of two fiber that is best for cleaning	piece	330		
10	Walis tambo or soft broom - regular, made of phragmites grass, wood handle	piece	660		
TOTAL					

Amount in Words: _____

Delivery Period : THIRTY (30) CALENDAR DAYS

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

OVM-22-JS2-1580

Email Address

W