



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : November 28, 2022
PR No. : QCCCD-22-CG-1699C

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF CUSTOMIZED UMBRELLA AND OTHERS**
Approved budget of the Contract : **P 251,000.00**
End-User / Implementing Office : **QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES**

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 **December 02, 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 **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	UMBRELLA – with customized print design, 22 inches, umbrella cloth: fibre, pongee, umbrella bone: electroplating black rod, 3-fold, automatic open/ close	PIECE	200		
2	FLASH DRIVE/ USB – 16GB, card type; card size: 3.375 x 2.215 (standard credit card size) customized design, waterproof and shockproof	PIECE	200		
3	ARTS AND CRAFTS KIT <ul style="list-style-type: none"> - 1 drawing pad (30 leaves; double loop wire, available in vertical and horizontal; size: 9x12 inches; 100gsm book paper leaves) - 2 pieces pencil (#2) - 1 box crayon (8 colors per box) - 1 watercolor (assorted colors; size: approx. 7cmx16cm) - 3 pieces pastes - 10 pieces colored papers (assorted colors, good for artworks) - 1 box of clay (easy-open; recyclable package) - In a customized design arts kit/bag 	KIT	250		
4	HYGIENE KIT <ul style="list-style-type: none"> - 1 piece 500ml ethyl alcohol - 2 pieces hand/face towels - 1 piece toothbrush - 1 piece 50ml toothpaste - 10-15 pieces kids face masks - 1 baby lotion unscented and for sensitive skin, 300ml - 1 baby powder, 50g - In a customized design kit/bag 	KIT	250		
5	UMBRELLA – with customized print design, 22 inches, umbrella cloth: fibre, pongee, umbrella bone: electroplating black rod, 3-fold, automatic open/ close	PIECE	200		

6	FLASH DRIVE/ USB – 16GB card type; card size: 3.375 x 2.215 (standard credit card size) customized design, waterproof and shockproof	PIECE	200		
7	PAINTING KIT <ul style="list-style-type: none"> - 1 set acrylic mini-tube paints (water-based, at least 12 colors) - 1 pc artist's canvas (at least 12 x 16 inches) - 2 artist's long handle paint brushes (brush sizes #2 and #12) - 1 mixing plate (white plate or aluminum) - 1 rug - 1 small water container - 1 pencil (#2) - 1 pencil eraser - In a customized kit bag 	KIT	200		
Total Quoted Amount					

Amount in Words: _____

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Copy of valid, current License to Operate for Medical Supplies/Devices from DOH Accreditation as Supplier, Distributor or Manufacturer.	

Delivery Period : **Upon Request by the End-User Until December 31, 2022**
 Warranty : _____

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 E-mail Address