



## REQUEST FOR QUOTATION SHOPPING – SECTION 52.1B

DATE : NOVEMBER 22, 2022  
PROJECT NO. : QCDTRC(TAHANAN)-22-  
JS2-1089

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF JANITORIAL SUPPLIES  
Approved Budget of the Contract : P 285,662.56  
End-User / Implementing Office : QUEZON CITY DRUG TREATMENT AND REHABILITATIONS CENTER (TAHANAN)

<b>BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT</b>	
<b>ITEM NO. 1</b>	<b>P 21,996.00</b>
<b>ITEM NOS. 2 – 4</b>	<b>P 97,851.38</b>
<b>ITEM NOS. 5 – 23</b>	<b>P 165,815.18</b>
<b>TOTAL</b>	<b>P 285,662.56</b>

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 **NOVEMBER 25, 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.	Laundry Detergent Bar 125g, 1 bar	piece	1,410		
2.	Soap Bathroom, 90 grams, 1 piece in individual box	box	1,350		
3.	Shampoo, 15ml, 12 pieces sachet/bundle	bundle	200		
4.	Toothpaste, 22g sachet 6 pieces/bundle	bundle	200		
5.	Tingting with wood handle, native broomstick with long handle made from wood	piece	106		
6.	Broom, durable plastic long handle	piece	110		
7.	Reusable plastic drinking cup, good quality, 12oz.	piece	300		
8.	Mop with spinner, tornado mop wet and dry flat rotating mop with bucket, per piece	piece	15		
9.	Toilet plunger, wooden handle	piece	192		
10.	Coconut husk (Bunot)	piece	288		
11.	Liquid Sosa, declogger	bottle	192		
12.	Push brush, wooden handle	piece	20		
13.	Toilet bowl brush	piece	48		
14.	Detergent powder, all purpose, concentrated, any scent, 65g/pack	pack	300		
15.	Detergent bar, 380g, good quality, regardless of scent	piece	300		
16.	Paper bag, brown paper, no.16, 50's/pack	pack	6		
17.	Paper cup, 100's/pack	pack	3		
18.	Disposable spoon, 25's/pack	pack	12		
19.	Pot clay, 4 inches tall, clay	piece	12		
20.	Water container, 5 gallon	gallon	50		

<b>21.</b>	Balloon, 100 pieces, 12 inches, standard ordinary	pack	1		
<b>22.</b>	Plastic ice bag, 100 pieces 5 x 12	pack	1		
<b>23.</b>	Face towel, 10 inches x 10 inches, white	pack	200		
<b>TOTAL</b>					

Amount in Words: \_\_\_\_\_

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

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address