



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 22, 2022

PROJECT NO. : QCTD-22-CG-1661

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF CUSTOMIZED MUG AND OTHERS
Approved Budget of the Contract : P 693,600.00
End-User / Implementing Office : Quezon City Tourism Department

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.


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	CUSTOMIZED MUG High-quality 300ml clear glass mug with bamboo lid; customized design with printed Quezon City Government and QCTD logos; for hot and cold drinks	pc	500		
2	PERSONALIZED PEN Personalized metal sign pen; with laser engraved Quezon City Government and QCTD logos; black ink; inclusive of high-quality acrylic pen case	Pc	500		
3	CUSTOMIZED JOURNAL High quality and durable 250 pages 8 inches x 6 inches lined journal writing notebook; 80gsm acid-free paper in a light ivory color; hardcover, with elastic rubber bind; inside pocket, bookmark ribbon; customized design with printed Quezon City Government and QCTD logos	Pc	500		
4	CUSTOMIZED CALENDAR Customized desk calendar with leather frame and pen holder; with printed Quezon City Government and QCTD logos	Pc	500		
5	PERSONALIZED UMBRELLA Personalized Umbrella printed with Quezon City Government and QCTD logos; made of PVC material; with safety lock and umbrella sleeve; color: black	Pc	400		
TOTAL					

Amount in Words: _____

Delivery Period: Until December 31, 2022

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address