



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 15, 2022

PROJECT NO. : QCTD-22-GARMENTS-1658

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF T-SHIRTS AND OTHERS
Approved Budget of the Contract : P 729,000.00
End-User / Implementing Office : QUEZON CITY TOURISM DEPARTMENT

Item Nos.	Approved Budget for The Contract
1-2	P 700,000.00
3	P 29,000.00
TOTAL ABC	P 729,000.00

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 18, 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	TSHIRT- Collared shirt, short-sleeved, color printed with 83rd Foundation and Quezon City logo customized design 100% polyester (various colors and sizes)	piece	1,000		
2	Repair Kit for Giveaways	piece	1,000		
3	Rental of Metal Trusses - height: 17ft. Length: 40ft, metal truss	lot	1		
				TOTAL	

Amount in Words: _____

Delivery Period : **THIRTY (30) CALENDAR DAYS**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

A

COST DERIVATION

**PROJECT NAME: T-SHIRTS AND OTHERS
PROJECT NO. QCTD-22-GARMENTS-1658**

FOR ITEM NO. 2 – Repair Kits – 1,000 KITS

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Tire repair glue, 1 pc - 20cc	Piece	1		
2	Plastic tire lever, 2 pcs - plastic, black, 140x70x20mm/5.51*2.75*0.8"	Piece	2		
3	Rubber patch, 1pc - 25mm, round, black, 48 pc / 1 sheet	Piece	8		
4	Sandpaper, 1 pc	Piece	1		
5	6-in-1 wrench, 1 set - materials: steel and plastic, size: 95*40*19mm, wt: 122g	Piece	1		
6	Bone-shaped wrench, 1 pc - zinc alloy, silver, hexagon size: 6-15mm, length: 95mm	Piece	1		
7	Mini pump, 1 pc - nylon, black, 22*220mm/0.86*8.66", 95g	Piece	1		
8	Storage bag, 1 pc - Polyester Fiber, Black, 22x9x6cm	Piece	1		
TOTAL BID AMOUNT PER KIT					=====
MULTIPLY BY THE TOTAL QUANTITY OF KIT					1,000
TOTAL BID FOR ITEM NO. 2					=====

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and on behalf of: _____

A