



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: **FEBRUARY 21, 2023**
Project No: **CTO-23-GM-0102**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF BRASS TAG AND OTHERS**
Approved Budget for the Contract : **Php 141,989.00**
End-User / Implementing Office : **City Treasurer's Office**

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 **FEBRUARY 24, 2023 | 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 (2023);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 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	Brass Tag - with serial nos. and QC logo	piece	1,500		
2	Copper Wire - magnetic, no. 20, 1kilo/roll	kilo	30		
3	Crates - plastic, 20inches (L) x 14inches (W) x 12inches (H), 50kgs max. capacity perforated both sides and bottom.	piece	15		
4	Pallet - plastic	piece	20		
5	Plier Set - 3pcs per set (Combination, Long Nose, Cutting Pliers) Plier Length: at least 6inches. Forged carbon steel jaws fully heat treated for optimum performance and durability induction hardened cutting edges for greater reliability in cutting, with soft grip handle.	set	5		
6	Screw Driver Set - 4pcs per set (2pcs Flat: 6.5mm X 150mm, 5mm X 100mm and 2pcs Phillips: PH1 X 100mm, PH2 X 150mm) with magnetized tip.	set	17		
7	Drill Bit -1.8, dormer a100, 1.8mm, overall length 46mm	piece	15		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address