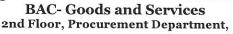


Republic of the Philippines QUEZON CITY GOVERNMENT





Finance Building, Quezon City Hall Compound

REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT (SECTION 53.9)

| | | Date | · Columny 20, 2020 |
|-----------------------------------|---------------------------|--|-------------------------|
| | | PR No | QCTD-23-CG-0307 |
| Name of Company | 1 | | |
| Address | | | |
| Contact No. | i | | |
| Project Title | PROCUREMENT OF C | USTOMIZED BUSINESS FOLDERS AND | ECO BAG |
| Approved budget of the Contract | Php 325,000.00 | | |
| End-User / Implementing Office | QUEZON CITY TOUR | ISM DEPARTMENT | |
| | Item Nos. | Approved Budget for The Contract | |
| | 1 | P 130,000.00 | |
| | 2 | P 195,000.00 | |
| | TOTAL ABC | P 325,000.00 | |
| Please quote your | best offer for the item/s | described below, subject to the Terms ar | nd Conditions provided. |

Submit your quotation duly signed by you or your duly authorized representative not later than

MARCH 03, 2023, 10:00 A.M. Philippine Standard Time, together with the following documents of your company:

- PhilGEPS certificate (not expired on the time of opening of quotations); Business Registration (DTI/SEC) 2
- 3 Mayor's/Business Permit (2023);
- 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)
- 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 in black ink only.
- 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 initiated 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 Business Folder: color- printed; UV laminated; size: 9 inches x 13 inches; customized design with pocket / | Piece | 1,000 | | |
| 2 | Customized eco bag with QC promotional ad print; made of canvas cloth; size: 12 inches W x 14 inches H x 3.5 inches D | Piece | 1,000 | | |
| | Total Quoted Amount | | | | |

| amount in words: | | |
|------------------|--|-------------------------------------|
| | | |
| | Delivery Period | : Thirty (30) Calendar Days |
| | Warranty | : |
| | , and the second | Signature over printed name |
| | | Office Telephone No./Fax/Mobile No. |
| | | Date |
| | , | E-mail Address |

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