



**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9 – SMALL VALUE PROCUREMENT)**

DATE : March 07, 2023

PROJECT NO. : QCPL-23-CG-0381

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FOLDABLE FAN AND OTHERS  
Approved Budget of the Contract : P 96,900.00  
End-User / Implementing Office : QUEZON CITY PUBLIC LIBRARY

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item No. 1	P 50,000.00
Item Nos. 2 - 3	46,900.00
<b>TOTAL ABC</b>	<b>P 96,900.00</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 **March 10, 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; 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	Sandwich (Wheat bread, Egg or Chicken or tuna with lettuce) Coffee - 8oz.; rippled cup with lid	pack	500		
2	Printed Round Foldable Fan (20 pcs. per pack, layout and design included (tri-color used in printing; silkscreen printing) Size: 10inches diameter, Material: Polyester, twistable, foldable fan with pouch, Color: Pink and Blue	pack	30		
3	Plaques, Glass Material: Acrylic Glass Size: 6in. x 9mm, Thickness: 6mm Shape: Rectangle, high quality guaranteed Non fading Stickers; completely water and weather proof; layout and design included	pc	20		
Total Quoted Amount					

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

OTHER REQUIREMENT:	
1. Copy of Valid and Current Sanitary Permit issued by the Health Department.	
2. Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...).	
3. Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy.	

Delivery Period

:

Fifteen (15) Calendar Days

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

