



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



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

DATE : MAY 16, 2023

PROJECT NO. : QCSBCDPO-23-GM-0205

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF LIVELIHOOD STARTER SET MATERIALS FOR SAVINGS AND LOANS GROUP
Approved Budget of the Contract : P 350,000.00
End-User / Implementing Office : QC SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS 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 **MAY 19, 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 2022) (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	LIVELIHOOD STARTER SET MATERIALS FOR SAVINGS AND LOANS GROUP Customized CSG box (1pc) Heavy duty metal, Size: 12 inches length, 5.1 inches height, 8.11 inches width, with handle and 3 locks, paint color: white Record book (1pc) Size: 5.5cm x 8.5cm, 300 pages (blue) Coin box (1pc) Transparent, Canister, round Chips (1set) Assorted color - plastic coins, 50pieces/set Ruler (1pc) Plastic ruler, 12inches, transparent Calculator (1pc) 8 digits, electronic calculator, two-way power Pouch (1pc) 8 inches, with zipper, assorted color Padlock (1set) heavy-duty, with key, size: medium, 40mm, 3pcs/set Stamp pad (1pc) Size: 4 x 5.5 inches, felt pad Stamp (1pc) Customized, laser made, manual rubber stamp, round Ink (1pc) Stamp pad ink, color: blue, 50ml Customized Notepad (1pc) 4.2 x 5.4 inches, 50 pages Ballpen (1pc) Tip 0.5, color blue or black Pencil (2pcs) With eraser, #2 Correction Tape (2pcs) Wideline, 4.2mm x 8m Eraser (2pcs) Rubber Eraser, L-6.5cm; W-1.5cm; H-8cm I.D. jacket (1pc) Soft unbreakable horizontal transparent, 54 x 90mm Lace (1pc) Buckle Clip, color: orange T-shirt/Polo-shirt (1pc) Customized polo shirt with CSG design, cloth: cotton, color: black, size (S, M, L, XL, 2XL), Front CGS Logo Sizes (HxW): 4.5 x 3.77 inches, Back QC Logo (HxW): 2.5 x 3.33 inches, SBCDPO Logo (HxW): 2.5 x 2.5 inches Storage Box with handle (1pc) 32L capacity, durabox plastic	SET	50		
	TOTAL				

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

COST DERIVATION

PROJECT TITLE: **PROCUREMENT OF LIVELIHOOD STARTER SET MATERIALS FOR SAVINGS AND LOANS GROUP**

PROJECT NUMBER: **QCSBCDPO-23-GM-0205**

1	Customized CSG box (1pc) Heavy duty metal, Size: 12 inches length, 5.11 inches height, 8.11 inches width, with handle and 3 locks, paint color: white	Piece	50		
2	Record book (1pc) Size: 5.5cm x 8.5cm, 300 pages (blue)	Piece	50		
3	Coin box (1pc) Transparent, Canister, round	Piece	50		
4	Chips (1set) Assorted color - plastic coins, 50pieces/set	Set	50		
5	Ruler (1pc) Plastic ruler, 12inches, transparent	Piece	50		
6	Calculator (1pc) 8 digits, electronic calculator, two-way power	Piece	50		
7	Pouch (1pc) 8 inches, with zipper, assorted color	Piece	50		
8	Padlock (1set) heavy-duty, with key, size: medium, 40mm, 3pcs/set	Set	50		
9	Stamp pad (1pc) Size: 4 x 5.5 inches, felt pad	Piece	50		
10	Stamp (1pc) Customized, laser made, manual rubber stamp, round	Piece	50		
11	Ink (1pc) Stamp pad ink, color: blue, 50ml	Piece	50		
12	Customized Notepad (1pc) 4.2 x 5.4 inches, 50 pages	Piece	50		
13	Ballpen (1pc) Tip 0.5, color blue or black	Piece	50		
14	Pencil (2pcs) With eraser, #2	Piece	100		
15	Correction Tape (2pcs) Wideline, 4.2mm x 8m	Piece	100		
16	Eraser (2pcs) Rubber Eraser, L-6.5cm; W-1.5cm; H-8cm	Piece	100		
17	I.D. jacket (1pc) Soft unbreakable horizontal transparent, 54 x 90mm	Piece	50		
18	Lace (1pc) Buckle Clip, color: orange	Piece	50		
19	T-shirt/Polo-shirt (1pc) Customized polo shirt with CSG design, cloth: cotton, color: black, size (S, M, L, XL, 2XL), Front CGS Logo Sizes (HxW): 4.5 x 3.77 inches, Back QC Logo (HxW): 2.5 x 3.33 inches, SBCDPO Logo (HxW): 2.5 x 2.5 inches	Piece	50		
20	Storage Box with handle (1pc) 32L capacity, durabox plastic	Piece	50		
	TOTAL				