



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



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

DATE : MAY 23, 2023

PROJECT NO. : QCSBCDPO-23-GM-0205B

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 26, 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.

  
d **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	<b>LIVELIHOOD STARTER SET MATERIALS FOR SAVINGS AND LOANS GROUP</b>  <b>Customized CSG box (1pc)</b> Heavy duty metal, Size: 12 inches length, 5.11 inches height, 8.11 inches width, with handle and 3 locks, paint color: white <b>Record book (1pc)</b> Size: 5.5cm x 8.5cm, 300 pages (blue) <b>Coin box (1pc)</b> Transparent, Canister, round <b>Chips (1set)</b> Assorted color - plastic coins, 50pieces/set <b>Ruler (1pc)</b> Plastic ruler, 12inches, transparent <b>Calculator (1pc)</b> 8 digits, electronic calculator, two-way power <b>Pouch (1pc)</b> 8 inches, with zipper, assorted color <b>Padlock (1set)</b> heavy-duty, with key, size: medium, 40mm, 3pcs/set <b>Stamp pad (1pc)</b> Size: 4 x 5.5 inches, felt pad <b>Stamp (1pc)</b> Customized, laser made, manual rubber stamp, round <b>Ink (1pc)</b> Stamp pad ink, color: blue, 50ml <b>Customized Notepad (1pc)</b> 4.2 x 5.4 inches, 50 pages <b>Ballpen (1pc)</b> Tip 0.5, color blue or black <b>Pencil (2pcs)</b> With eraser, #2 <b>Correction Tape (2pcs)</b> Wideline, 4.2mm x 8m <b>Eraser (2pcs)</b> Rubber Eraser, L-6.5cm; W-1.5cm; H-8cm <b>I.D. jacket (1pc)</b> Soft unbreakable horizontal transparent, 54 x 90mm <b>Lace (1pc)</b> Buckle Clip, color: orange <b>T-shirt/Polo-shirt (1pc)</b> 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 <b>Storage Box with handle (1pc)</b> 32L capacity, durabox plastic	SET	50		
				<b>TOTAL</b>	

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

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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	<b>Customized CSG box</b> Heavy duty metal, Size: 12 inches length, 5.1 inches height, 8.11 inches width, with handle and 3 locks, paint color: white	Piece	50		
2	<b>Record book</b> Size: 5.5cm x 8.5cm, 300 pages (blue)	Piece	50		
3	<b>Coin box</b> Transparent, Canister, round	Piece	50		
4	<b>Chips</b> Assorted color - plastic coins, 50pieces/set	Set	50		
5	<b>Ruler</b> Plastic ruler, 12inches, transparent	Piece	50		
6	<b>Calculator</b> 8 digits, electronic calculator, two-way power	Piece	50		
7	<b>Pouch</b> 8 inches, with zipper, assorted color	Piece	50		
8	<b>Padlock</b> heavy-duty, with key, size: medium, 40mm, 3pcs/set	Set	50		
9	<b>Stamp pad</b> Size: 4 x 5.5 inches, felt pad	Piece	50		
10	<b>Stamp</b> Customized, laser made, manual rubber stamp, round	Piece	50		
11	<b>Ink</b> Stamp pad ink, color: blue, 50ml	Piece	50		
12	<b>Customized Notepad</b> 4.2 x 5.4 inches, 50 pages	Piece	50		
13	<b>Ballpen</b> Tip 0.5, color blue or black	Piece	50		
14	<b>Pencil</b> With eraser, #2	Piece	100		
15	<b>Correction Tape</b> Wideline, 4.2mm x 8m	Piece	100		
16	<b>Eraser</b> Rubber Eraser, L-6.5cm; W-1.5cm; H-8cm	Piece	100		
17	<b>I.D. jacket</b> Soft unbreakable horizontal transparent, 54 x 90mm	Piece	50		
18	<b>Lace</b> Buckle Clip, color: orange	Piece	50		
19	<b>T-shirt/Polo-shirt</b> 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	<b>Storage Box with handle</b> 32L capacity, durabox plastic	Piece	50		
	<b>TOTAL</b>				