



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : MAY 31, 2023

PROJECT NO. : QCTD-23-GM-0300

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF EXTERNAL HARD DRIVE, RETRACTABLE TENT, AND OTHERS**
Approved Budget of the Contract : **Php 295,895.00**
End-User / Implementing Office : **QUEZON CITY TOURISM DEPARTMENT**

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 **JUNE 05, 2023, 11:00 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.


MA. MARGARITA T. SANTOS
Chairperson, BAC- Goods and Services

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	USB Flash Drive 32gb capacity	piece	50		
2	Laminating Film: 75x110mm, 100s/ pack	pack	50		
3	Acrylic Name Holder. 297x105mm, clear	piece	20		
4	Acrylic Brochure Holder: 4x7 inches, clear	piece	10		
5	Acrylic Poster Stand (back-to-back): A4 size, clear	piece	10		
6	Index Card Box: Material: PVC/Linotex, Color: Assorted colors. Size: 5x8 inches	piece	80		
7	Pull up/ Roll up Retractable Tarpaulin Banner Stand; size: 2x5ft; durable metal frame; padded carrying case included	piece	4		
8	Microphone Cover: Mic Foam + Mic Protection Silicone Ring + Bottom Rod Sleeve Holder Set; Premium Material: Made of durable soft high-density foam and high-grade silicon. Optimal elasticity air permeability and non-slip drop-proof design, a perfect alternative for safety and hygiene	piece	10		
9	Floor wax, Liquid type natural, white color, 1 gallon/ bottle	gallon	10		
10	External Hard Drive: 1TB capacity	piece	10		
11	Battery AA 4pcs/pack	pack	20		
12	Battery AAA 4pcs/pack	pack	20		
13	LED Fluorescent Lamp, 18 watts (T8 4ft.) 220V 60Hz/Day light	piece	45		
14	Car freshener: Scented; 1.5oz per canister	piece	80		
15	Retractable Tent; 4M X 4M; Color: red	piece	5		
16	Tansi / Fishing Line / Nylon String 90mm, 37 meters/roll	piece	30		

17	Nylon Rope: 8 mm diameter; 200 Meters/ roll	piece	3		
18	Nylon Rope: 9 mm diameter; 200 Meters/ roll	piece	3		
19	Nylon Rope: 15 mm diameter; 200 Meters/ roll	piece	3		
20	ASEAN Flag: made quality nylon material (made to order) size: 6ft x 10t.	piece	3		
21	Evolution Flag: 3ft x 6ft., made of quality nylon material, 10 pcs/ set	piece	3		
22	QC Flag: 6ft x 12ft, made of quality nylon material (made to order)	piece	3		
23	QC Flag: 3ft x 6ft, made of quality nylon material (made to order)	piece	3		
24	Curtain Drapes (Buntings): 100% polyester solid color (red, white, blue); size: 1.5m x 6m	piece	20		
TOTAL					

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address