



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 53.9
SMALL VALUE PROCUREMENT

DATE : MAY 9, 2023

PROJECT NO. : QCU-23-SERVICES-0801

Name of Company :
Address :
Contact No. :
Project Title : RENTAL OF MONOBLOC CHAIRS AND OTHERS
Approved Budget of the Contract : P 471,300.00
End-User / Implementing Office : QUEZON CITY UNIVERSITY

APPROVED BUDGET FOR THE CONTRACT	
Budget for Item Nos. 1-2	P 373,600.00
Budget for Item Nos. 3-4	P 97,700.00
TOTAL	P 471,300.00

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 12, 2023, 10:00 AM** 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

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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 ✓	Rental of Monobloc Chair , medium size chair without armrest and backrest, for 2 days including chair arrangement (2,000 pieces) Rental of Monobloc Chair Seat Cover , satin white for medium monobloc chair for 2 days including manpower to cover the chairs (3,500 pieces)	lot ✓	1 ✓		
2 ✓	LED Video Wall Rental (2 sets for 2 days including set-up/ installation) <ul style="list-style-type: none"> LED Wall P3.9 P3 LED Wall 9ft. x 12ft. 1 set platform of desired height 1 unit Roland V4ex video mixer HDMI, VGA Composite Input 1 Laptop, 1 DVD Player and 1 lot support cables 	set ✓	2 ✓		
3 ✓	Stage Decor , including arrangement by florist and pots <ul style="list-style-type: none"> a. Variants of Flowers and Plants <ul style="list-style-type: none"> Golden Duranta Giant Taro or Elephant Ear Clumping Bamboo Horse Tail Palmera Sunflowers Begonias Garden Crotons Calla Lily Peony Lobster Claw Root Ginger Snap Dragon Flower Yellow Bush Arrowhead Plants 	lot ✓	1 ✓		
4 ✓	Supplies and Materials Tarpaulins – 8ft. x 32ft. (3 pieces) Plaque for Speakers – 10 inches, glass with UV print (2 pieces)	lot ✓	1 ✓		

Flag – 3ft. x 5ft. satin, double digital print logo patching (QCU - College of Education Logo) (1 piece) Leis Garland – 2 inches, acrylic QCU logo with 2.5 inches ribbon width, 45 inches length (36 pieces)				
Terms of Reference: 1) Delivery Period: Thirty (30) Calendar Days upon issuance of Notice to Proceed 2) The City shall pay the supplier upon complete delivery and acceptance of the goods and services delivered therein and upon the presentation of billing statement				
TOTAL:				

Amount in Words: _____

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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COST DERIVATION

PROJECT TITLE: RENTAL OF MONOBLOC CHAIRS AND OTHERS
PROJECT NUMBER: QCU-23-SERVICES-0801

FOR ITEM NO. 1

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Rental of Monobloc Chair, medium size chair without armrest and backrest, for 2 days including chair arrangement	piece	2,000		
2	Rental of Monobloc Chair Seat, satin white for medium monobloc chair for 2 days including manpower to cover the chairs	piece	3,500		
GRAND TOTAL:					

FOR ITEM NO. 4

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
A.	Supplies and Materials				
1	Tarpaulins – 8ft. x 32ft.	piece	3		
2	Plaque for Speakers – 10 inches, glass with UV print	piece	2		
3	Flag – 3ft. x 5ft. satin, double digital print logo patching (QCU - College of Education Logo)	piece	1		
4	Leis Garland – 2 inches, acrylic QCU logo with 2.5 inches ribbon width, 45 inches length	piece	36		
GRAND TOTAL:					

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