



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  
SHOPPING – SECTION 52.1B

DATE : JULY 11, 2023  
PROJECT NO. : ENGINEERING-23-JS2-0750

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF TRASH BAG AND OTHERS  
Approved Budget of the Contract : P 493,358.40  
End-User / Implementing Office : DEPARTMENT OF ENGINEERING

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 **JULY 14, 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	Waste Cotton - white, rag	kg	123 ✓		
2	Trash Bag - transparent, high density polyethylene thick material not easy to be pierced, plastic material environmentally friendly, 10 pcs/pack Size: 18.5 inches(L) x 18.5 inches(W) x 40 inches(H).	pack	201 ✓		
3	Hand Gloves - Disposable Gloves, 100 pcs in a pack, clear plastic, good quality, size: standard	pack	20 ✓		
4	Liquid Detergent - 1 liter	bottle	150 ✓		
5	Toilet Tissue Paper - 3-ply, flushable, 12 rolls/ pack	pack	400 ✓		
6	Liquid Hand Soap - 450ml, with pump, removes 99.9% of germs	bottle	50 ✓		
7	Natural Whisk Broom - Broom head is made of natural fiber, handle is made of plastic, long-lasting whisk, has dense bristles for easier sweeping, handle height measures 60cm.	piece	110 ✓		
8	Broom Stick - Walis ting-ting with wood handle, native broomstick made from coconut leaves, handle from wood, long handle, light weight easy to grip.	piece	119 ✓		
9	Insecticide - 500ml, aerosol type, Odorless Multi-Insect Killer	can	300 ✓		
10	Gloves - heavy duty (long leather), color red, large	pair	21 ✓		
11	Push Broom - Plastic, heavy duty	piece	36 ✓		
TOTAL:					

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

28 P

Delivery Period : Thirty (30) Calendar Days ✓

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name ✓

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No. ✓

\_\_\_\_\_  
Date ✓

\_\_\_\_\_  
Email Address ✓

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