



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : AUGUST 29, 2023

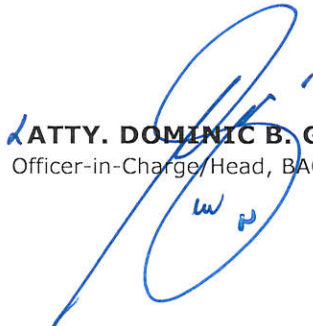
PROJECT NO. : ITDD-23-SERVICES-0619C

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : ONLINE SUBSCRIPTION FOR THE USE OF LAW RESEARCH AND OTHERS  
Approved Budget of the Contract : P203,280.00  
End-User / Implementing Office : INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT  
(CITY LEGAL 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 **SEPTEMBER 01, 2023 | 10:00a.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        | <p><b>TAXATION</b><br/>BIR issuances, tax related laws, tax related decisions of the supreme court, tax related decisions of the court of appeals, court of tax appeals, local tax ordinances, tax treaties and other tax related issuances</p> <p><b>LAWS</b><br/>Philippine Constitutions, Statutes, Presidential Issuances, Supreme Court Issuances, Treaties, Conventions and International, Agreements, Implementing Rules and Regulations, Journal and Record of the 1986 Constitutional Commission, Other Rules and Procedures and IATF Issuances</p> <p><b>JURISPRUDENCE</b><br/>Supreme Court decisions from 1901 to present</p> <p><b>LOCAL GOVERNMENT</b><br/>DILG issuances, Issuances of DILG attached agencies and Local Government related Laws and IRRs</p> <p><b>DATA PRIVACY</b><br/>NPC issuances, Data privacy related laws and other data privacy related issuances</p> | License       | 7    |            |            |

|                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <b>CIVIL SERVICE</b><br>CSC issuances, Civil service related laws,<br>Civil Service related Supreme Court<br>issuances and Civil Service related IRRs and<br>other issuances<br><br><b>ELECTIONS</b><br>COMELEC issuances, Electoral tribunal<br>decisions, Election related laws, Election<br>related decisions of the Supreme Court and<br>Election related DOJ Opinions |  |  |  |  |
| <b>Project Duration and Delivery:</b><br><b>Project Duration shall be for One (1) year</b><br><b>period and can be accessed within fifteen</b><br><b>(15) days upon issuance of Notice to</b><br><b>Proceed (NTP)</b>                                                                                                                                                      |  |  |  |  |
| TOTAL                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |

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

\_\_\_\_\_

Delivery Period : Fifteen (15) Calendar Days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address