



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 52.1b

DATE : NOVEMBER 21, 2023 ✓

PROJECT NO. : CONSO-23-OE-1180 ✓

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Project Title : PROCUREMENT OF SHREDDER AND OTHERS ✓

Approved Budget of the Contract : P 92,420.70 ✓

End-User / Implementing Office : SOCIAL SERVICES DEVELOPMENT DEPARTMENT ✓

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
Item No. 1	7,798.70 ✓
Item No. 2 ✓	28,851.00 ✓
Item No. 3 ✓	12,815.00 ✓
Item No. 4 ✓	7,956.00 ✓
Item No. 5 ✓	35,000.00 ✓
<b>TOTAL ABC</b>	<b>Php 92,420.70</b> ✓

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 **NOVEMBER 24, 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
	<b>ADMINISTRATIVE SUPPORT PROGRAM</b> ✓				
1	<b>SHREDDER</b> - Black Paper Shredder; Color: Black; Shred Size of Paper: Cross Cut No. of Sheet Capacity: 10 Sheets Max; Working Width: 220mm/A4; Paper Cut Size: 4mm x 35mm Shred of CD/DVD: Shred to 5 pieces; No. of CD/DVD Capacity: 1; CD/DVD Working Width: 125mm Shred of Card: Shred to 6 pieces; No. of Card Capacity: 1 piece Max.; Speed: 2.2m/min; Motor Type: 5440 Universal Noise Level: 74dB; Type of Sensor: Mechanism Sensor; Intermittent Operation: AB2/30min Voltage (V): 220V/60Hz; Power (W): 220W; Switch: Auto/Off/Reversal; Auto Stop: Yes Auto Reverse: No; Bin Material: PP; Bin Capacity: 21 Liters Max.; Dimensions (L/W/H): 326mm x 227mm x 418mm Weight: 4.9Kg; Operating Time: Continuous Run Time: Up to 2 minutes; Cool Time: Up to 30 minutes	PIECE	1		
	<b>VOCATIONAL DEVELOPMENT PROGRAM</b> ✓				
2	<b>PROJECTOR TRIPOD SCREEN</b> - Multi - Media Screen, tripod 96 inches x 96 inches	UNIT	1		
	<b>CHILD WELFARE PROGRAM</b> ✓				
3	<b>BLACKBOARD</b> - 4ft. x 8ft., marine plywood base lawanit 1inch x 2 inches boarder duco finish with chalk holder, eco-friendly	PIECE	1		
	<b>BAHAY KALINGA FOR CHILDREN PROGRAM</b> ✓				
4	<b>WHITEBOARD</b> - with wheels, Full length marker tray, 360 degrees rotation, lockable wheels, double sided board, (W x H) 60 x 46	UNIT	1		



5	CAMERA - 18-megapixel APS-C-size CMOS sensor and DIGIC 4+ image processor, 9-point AF with 1 Centre cross-type AF point Standard ISO 100 – 6,400 (expandable to 12,800) Wi-Fi supported	unit	1		
TOTAL:					

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

\_\_\_\_\_

Other Requirements:
1. Statement of Warranty – Minimum of One (1) year.

Delivery Period : **Thirty (30) Calendar Days**

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

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

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

\_\_\_\_\_  
Date

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

