



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SHOPPING - SECTION 52.1B

DATE : NOVEMBER 7, 2023

PROJECT NO. : PESO-23-JS2-1590

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS JANITORIAL SUPPLIES
Approved Budget of the Contract : Php242,986.31
End-User / Implementing Office : PUBLIC EMPLOYMENT SERVICE OFFICE

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 10, 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

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	Broom, soft (tambo)	piece	36		
2	Broom, stick	piece	15		
3	Cleaner, toilet bowl and urinal, 900mL-1,000mL	piece	20		
4	Detergent Powder, all purpose, 1kg	piece	10		
5	Disinfectant Spray, with crisp linen scent	piece	144		
6	Mouse, optical, USB connection type	piece	76		
7	External, hard drive, 1TB	piece	10		
8	Dust Pan, rigid non-breakable, plastic	piece	20		
9	Flash Drive, 16GB capacity	piece	150		
10	Furniture Cleaner, aerosol type	piece	200		
11	Liquid Hand Soap, 500mL	piece	100		
12	Light-emitting diode (LED) linear tube, 18 watts	piece	60		
13	Mop Handle, heavy duty	piece	20		
14	Mop Head, made of rayon, weight: 400 grams min.	piece	20		
15	Twine, plastic, 1kg/roll	roll	20		
16	Scouring Pad, made of synthetic nylon, 140x220m	piece	15		
17	Trash Bag, plastic, transparent, 10's/pack	pack	280		
18	Air Freshener, aerosol, 280ml/150g	bottle	150		
19	Toilet Tissue Paper, 2-ply sheet, 150 pulls	pack	200		
20	Alcohol, ethyl, 70%, scented, 1 gallon	piece	40		
21	Dishwashing Liquid, anti-bacterial, 3.5L/gallon	piece	20		
22	Insecticide, 600mL	piece	10		
23	Bleaching Liquid, stain remover, 3.5L/gallon	bottle	10		
24	Cleanser, scouring powder, 350g	piece	40		
25	Floor Wax, colorless, 3.5L/gallon	piece	10		
26	Waste Basket, rigid plastic	piece	10		
TOTAL:					



Amount in Words: _____

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

