



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 : **FEBRUARY 13, 2024**

PROJECT NO. : **OCM(GAD)-24-OSD-0232**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES & OTHERS**
Approved Budget of the Contract : **P 205,576.94**
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR (GAD COUNCIL 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 **FEBRUARY 16, 2024 | 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 (2024); ✓
- 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, Secretariat

OCM(GAD)-24-OSD-0232

QCG.PD.TSD.F.07

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	WIRELESS KEYBOARD - USB Bluetooth Connector ✓	PC	5 ✓		
2	MOUSE - with 800DPI, Optical USB connection type ✓	PC	10 ✓		
3	EXTERNAL DRIVE - 1TB, Slim External hard drive HDD ✓	PC	10 ✓		
4	MOUSE PAD - 8.5 X 7.1 inches size, soft microfiber surface	PC	20 ✓		
5	FLASH DRIVE - USB, 16GB Capacity ✓	PC	200 ✓		
6	EXTENSION WIRE - 10 meters cord length, 2,500 10A ✓ 250V, rigid brass strips for internal connection, with real grounding system connection safety, with built in safety circuit breaker, with built-in lightning protector, outlet enclosures are made up of fire-retardant materials	PC	3 ✓		
7	EXTENSION WIRE - 6 meters cord length, heavy-duty rain-proof extension cord (15A max), Drip/splash protected, 3-gang universal outlet, wire-lock design, high- quality copper inside with higher power capacity	PC	3 ✓		
8	CERTIFICATE FRAME - 8.5 inches x 11 inches size, Brown color, weight: 0.4 kg ✓	PC	50 ✓		
9	INK CARTRIDGE EPSON PRINTER 3110, Black ✓	PC	80 ✓		
10	INK CARTRIDGE EPSON PRINTER 3110, Cyan ✓	PC	40 ✓		
11	INK CARTRIDGE EPSON PRINTER 3110, Magenta	PC	40 ✓		
12	INK CARTRIDGE EPSON PRINTER 3110, Yellow	PC	40 ✓		
13	TONER CARTRIDGE, Fuji Xerox, DC S2110	PC	5 ✓		
				TOTAL	

Amount in Words: _____

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

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address