



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)

Date: MARCH 19, 2024  
PR No.: QCSBCDPO-24-HCS-0281

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF TENT**  
Approved budget of  
the Contract : **PHP 700,000.00**  
End-User /  
Implementing Office : **QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT  
AND PROMOTIONS 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 **MARCH 22, 2024, 10:00 A.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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **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**.

**NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.**

**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 in black ink only.
- 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 initiated 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><u>TENT</u> with printed QCSBCDPO logo size: 2 x 3 meters heavy duty foldable outdoor retractable tent color: white/custom design cloth: high quality nylon oxford poly rubber, water proof, thick canvass material roofing frame: hard pressed extruded high intensity aluminum oxidized alloy connector: high strength heavy duty iron steel aluminum, color black with powder coating inclusion of <u>monoblock chair</u> (2 pieces) height: 89cm, width: 47cm, diameter: 55cm, maximum load capacity of 125kg, color: marble white <u>folding table</u> (1 piece) rectangle, 6ft – 6 seater, color: marble white, gross weight: 12kg, net weight: 11.8kg, L: 76.2cm, W:182.9cm, H: 73.6cm; lightweight design, rust-resistant powder-coated steel frame, stain resistant and easy to clean; made of UV-protected high density polyethylene (HDPE) top pre-assembled.</p>	Unit	100		
Total Quoted Amount					

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

Delivery Period : Thirty (30) Calendar Days

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address

