



REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : MARCH 19, 2024

Project No. : QCU-24-FFRSE-0502

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FIRE EXTINGUISHER AND OTHERS  
Approved Budget for the Contract : P 323,358.16  
End-User / Implementing Office : QUEZON CITY UNIVERSITY

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
For Item No. 1	P 272,858.16
For Item Nos. 2 - 3	P 50,500.00
<b>Total:</b>	<b>P 323,358.16</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 **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 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.

**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

Handwritten initials and marks at the bottom right corner.

**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 SERVICES SUPPORT PROGRAM ✓</b>				
1	<b>FIRE EXTINGUISHER ✓</b> <ul style="list-style-type: none"> <li>• ABC Dry Chemical</li> <li>• Size:10 lbs. ✓</li> <li>• Dry chemical is highly recommended for all classes of fires</li> <li>• Non-conducting and non-corrosive chemical</li> <li>• Red cylinder</li> <li>• Wall-mounted – portable type</li> <li>• With wall bracket</li> <li>• Non-toxic ✓</li> </ul>	piece ✓	102		
	<b>ACADEMIC PROGRAM ✓</b>				
2	<b>FIRE EXTINGUISHER ✓</b> <ul style="list-style-type: none"> <li>• ABC Dry Chemical</li> <li>• Size:10 lbs.</li> <li>• Dry chemical is highly recommended for all classes of fires</li> <li>• Non-conducting and non-corrosive chemical</li> <li>• Red cylinder</li> <li>• Wall-mounted – portable type</li> <li>• With wall bracket</li> <li>• Non-toxic ✓</li> </ul>	piece ✓	10 ✓		
3	<b>MEDICAL SPINE BOARD ✓</b> <ul style="list-style-type: none"> <li>• The stretcher is molded by HDPE material without pollution release</li> <li>• It can float on water and can be used in X-ray and CT-Scan</li> <li>• Equipped with safety belts. It can be used together with spider straps</li> <li>• It can be used with head immobilizer at the same time</li> <li>• Unfolded Size: 184 cm x 45 cm x 6 cm</li> <li>• Self-Weight: 8 kg.</li> <li>• Load Bearing: 181 kg. ✓</li> </ul>	piece ✓	5 ✓		
<b>Total Quoted Amount</b>					

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

\_\_\_\_\_

*[Handwritten signature]*

ADDITIONAL REQUIREMENTS: ✓	
1.	Statement of Warranty – minimum of three (3) years for item nos. 1 & 2 and one (1) year for item no. 3
2.	Philippine Standard (PS) Quality and Safety Mark License Certificate
3.	Bureau of Philippine Standard Manufacturer License Certificate
4.	Valid and current DTI Certificate of HCFC123 (Hydrochlorofluorocarbon).
5.	Manufacturer’s Authorization Form. The authorization should indicate the qualification of the authority granted unto the Agent/ Distributor/ Reseller/ Partner.

Delivery Period : Thirty (30) Calendar Days ✓  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name  
\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Email Address