



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 : APRIL 16, 2024

PROJECT NO. : CPO-24-APP-0667B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF ELECTRIC FAN AND OTHERS  
Approved Budget of the Contract : Php117,279.00  
End-User / Implementing Office : CITY PROSECUTOR'S 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 **APRIL 19, 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 2023) (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.
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	Electric Fan, Stand Fan, 16 inches, banana plastic blade STS 16, 3 speeds, 3 blades	unit	19		
2	Automatic Alcohol Dispenser with Stand, liquid dispenser with heavy duty adjustable stand, heavy duty alcohol dispenser, mist spraying alcohol, adjustable height, battery and adaptor capable, 1,000ml capacity, sensor type, spray type	unit	5		
3	Micro 10L Wet and Dry Vacuum Cleaner Max Watts: 1,400 Tank size: 10 Liters Color: Aqua blue, Cube: 1.21 Cubic Meter per Minute: 2.83 Sealed Pressure: 2,039, Air Watts: 280 Electric Ratings: 220-240V / 50-60Hz, Cord: 60ft. Included Accessories: Hose, (2) Plastic Extension Wands, Dual Surface Nozzle, Round Brush, Crevice Tool, Gulper Nozzle, Wall Bracket, Foam Sleeve, Cartridge Filter Bag	unit	2		
4	High Suction Power Wireless Vacuum Cleaner with Rechargeable Wireless Head Material: ABS, Voltage: DC 7.4V/DC 11.1V, Vacuum: approximately, PRO = 529000kPa, Rated Speed: 55500rpm Lithium Battery Capacity: Lite = 2x2000mah, PRO = 3x2000mah, Charging Mode: 5V USB up voltage charging cable, Rated Power: 240W, Noise: 84dB, Temperature of use: -20°C~ +50°C, Main scope of application: dual-use by car owners and floor cleaning USB Charging Display: Red = Charging Green = Fully charged Charging Hours to Full: estimate four (4) hours Included Accessories: Brush Nozzle, Long	unit	2		

*Handwritten signature/initials*

	Nozzle, Extension Hose, Hepa Filter, USB Charging Cable, 6000mAh Lithium Battery				
5	Welding Machine MMA Inverter provides stable electric current for welding jobs Voltage: 230V, 50-60Hz Absorption Power: 5.0 - 8.0KV Power Cycle: 200A / 60% Electrodes: 1.6 - 5.0mm	unit	1		
TOTAL:					

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

\_\_\_\_\_

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

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

**OTHER REQUIREMENTS:**  
**1. Statement of Warranty - Minimum of One (1) year**

*Ad PMS*