



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 : APRIL 30, 2024 /

PROJECT NO. : PESO-24-OSD-0787 /

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF SOUVENIR KIT AND OTHERS /
Approved Budget of the Contract : Php231,860.00 /
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 **MAY 3, 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
	ACTIVITY 1 Souvenir Kit ✓				
1	Notepad, 3x3 inches, 60 sheets, customized design	piece	300		
2	Customized ID lace, lanyard, handing length: 18 inches, width: 1 inch	piece	150		
3	Certificate Holder, A4, assorted colors	piece	150		
4	Specialty Paper, A4, assorted colors	piece	300		
	ACTIVITY 2 Souvenir Kit ✓				
5	Notepad, 3x3 inches, 60 sheets, customized design	piece	300		
6	Customized ID lace, lanyard, handing length: 18 inches, width: 1 inch	piece	150		
7	Certificate Holder, A4, assorted colors	piece	150		
8	Specialty Paper, A4, assorted colors	piece	300		
	ACTIVITY 3 ✓				
9	Billiards Rental (per hour per table x 3 hours)	table	5		
10	Bowling Rental (per person per game x 10 person)	game	12		
11	Trophies, acrylic, customized design, 10.5 inches	piece	9		
	ACTIVITY 4 ✓				
12	Plaque, 12x8 inches glass, with printed logos	piece	3		
	ACTIVITY 5 ✓				
13	Tarpaulin, 8ft. x 12ft., made of high quality material, waterproof, color printed with QC and PESO logo	piece	1		
	Souvenir Kit ✓				
14	Notepad, 3x3 inches, 60 sheets, customized design	piece	150		
15	Customized ID lace, lanyard, handing length: 18 inches, width: 1 inch	piece	150		

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16	Certificate Holder, A4, assorted colors	piece	150 ✓		
	ACTIVITY 6 Souvenir Kit ✓				
17	Notepad, 3x3 inches, 60 sheets, customized design ✓	piece	50		
18	Customized ID lace, lanyard, handing length: 18 inches, width: 1 inch	piece	50		
19	Certificate Holder, A4, assorted colors ✓	piece	50 ✓		
	ACTIVITY 7 ✓ Souvenir Kit				
20	Notepad, 3x3 inches, 60 sheets, customized design ✓	piece	50		
21	Customized ID lace, lanyard, handing length: 18 inches, width: 1 inch	piece	50		
22	Certificate Holder, A4, assorted colors ✓	piece	50 ✓		
	ACTIVITY 8 ✓				
23	Certificate Holder, A4, assorted colors ✓	piece	50 ✓		
TOTAL:					

Amount in Words: _____

Delivery Period : Upon request by the end-user
until December 31, 2024 ✓

Warranty : _____

Signature over printed name ✓

Office Telephone No./Fax/Mobile No.

Date

Email Address

Handwritten signature