



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : APRIL 23, 2024

PROJECT NO. : QCCCD-24-MSLI-0594B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : VARIOUS MEDICAL SUPPLIES (EAR SILICONE IMPRESSION MATERIAL, EAR IMPRESSION SYRINGE, AND OTHERS)
Approved Budget of the Contract : P 85,719.00
End-User / Implementing Office : QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES

BREAKDOWN OF THE APPROVED BUDGET FOR THE CONTRACT	
Item nos. 1 – 6	P 46,719.00
Item nos. 7 - 8	P 39,000.00
TOTAL	P 85,719.00

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 26, 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 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	Hearing Aid Batteries; Zinc Air; 6pcs/pack	PACK	100		
2	Hearing Aid Battery Tester Compact keyring design Storage compartment for spare batteries Easy to read bar graph indicator, LCD display Can also be used to test 1.5v button cells with small diameter Mini size: 29 x 63 x 13mm (1.14 x 2.4 x 0.5 inches) Weight: 15g (0.5 oz.)	PIECE	2		
3	Disinfectant Alcohol – ethyl alcohol, 70% solution	GALLON	4		
4	Cotton Balls (100's pack)	PACK	10		
5	Hand puppet baby plush stuffed toy finger puppets for kids Material: short plush + PP cotton Size: 6 x 3 x 1.8 inches (LxWxH) Weight: 4-6g/ piece Color: multicolor	PIECE	5		
6	Children's Toys for Listen and Drop Activities	PIECE	5		
7	Ear Impression Syringe (Pediatric) Material: soft, easy-flex vinyl Capacity: 1oz (29ml) Size: 1EA	PIECE	2		
8	Two Component Silicone Ear Impression Material Two part impression material, each tub 18.5oz (525gms) Makes up to 70 ear mold impressions High viscosity Shore a value of 24-30	PACK	5		
				TOTAL	

Amount in Words: _____

Other Requirements:

- Copy of valid, current License to Operate for Medical Supplies/Devices from DOH Accreditation as Supplier, Distributor or Manufacturer

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Handwritten signature and initials