



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph



BAGONG PILIPINAS

REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : AUGUST 27, 2024
Project
No. : DSQC-24-PS2-0955

Name of Company :
Address :
Contact No. :
Project Title : PRINTING OF ENVIRONMENTAL VIOLATION RECEIPT AND VEHICLE SMOKE
EMISSION CITATION
Approved Budget of
the Contract : P 457,470.00
End-User /
Implementing Office : DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY

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 **AUGUST 30, 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.

LATTY 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	ENVIRONMENTAL VIOLATION RECEIPT (EVR) Twenty-five (25) sets per booklet (one set with triplicate copies) = 75 pages per booklet With QC and Office logo • Original (White) - Violator • Duplicate (Orange) - DSQC • Triplicate (Blue) - City Legal Department Carbonless Back-to-back printing 4.5 inches x 8.5 inches With serial number per triplicate set	booklet	1,820		
2	VEHICLE SMOKE EMISSION CITATION Twenty-five (25) sets per booklet (one set with triplicate copies) = 75 pages per booklet With QC and Office logo • Original (White) - Violator • Duplicate (Orange) - DSQC • Triplicate (Blue) - City Legal Department Carbonless Back-to-back printing 4.5 inches x 8.5 inches With serial number per triplicate set	booklet	250		
Total Quoted Amount:					

Amount in Words: _____

Delivery Period : Sixty (60) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

6 APR 18



Republic of the Philippines
Quezon City

DEPARTMENT OF SANITATION
AND CLEANUP WORKS OF QUEZON CITY

Trunkline No. 8988-4242 loc.8362



ENVIRONMENTAL VIOLATION RECEIPT

FRONT

		DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY				NO.: 24A-0001	
NAME: LAST NAME		FIRST NAME		MIDDLE NAME		SEX: ☐ Female ☐ Male	
BUSINESS NAME:							
ADDRESS: LOT/BLK/NO.		STREET		BARANGAY		DISTRICT	
The Respondent is charged with violating QC Ordinance No. 2350, S2014 or QC Environment Code and/or other related regulations:							
VIOLATION DETAILS		DATE: MM / DD / YYYY		TIME: ☐ AM ☐ PM		PLACE OF OCCURRENCE:	
☐ CHAPTER II - DSQC		SPECIFIC PROVISION/S:					
☐ CHAPTER III - BIODIVERSITY MANAGEMENT							
☐ CHAPTER IV - SOLID WASTE MANAGEMENT							
☐ CHAPTER V - AIR POLLUTION							
☐ CHAPTER VI - WATER POLLUTION							
☐ CHAPTER VII - NUISANCE							
☐ CHAPTER VIII - QC ENVIRONMENTAL CLEARANCE							
OTHER/S:							
The Respondent is hereby directed to settle accountability within five (5) days. Non-compliance will result in the initiation of legal action in the court of law.							
Signature		Deputized Sanitation Enforcement Agent			Witness		
*Refusal to sign by the respondent shall not invalidate this EVR.							

SAMPLE LAYOUT

BACK

PROSES NG PAG-AASIKASO NG EVR STEP 1: Magtungo sa Opisina ng DSQC upang kunin ang Order of Payment, dala ang kopya ng EVR at isang valid Government ID. STEP 2: Magbayad sa Cashier ng City Treasurer's Office. STEP 3: Ibigay ang kopya ng resibo sa Opisina ng DSQC. Magbayad sa loob ng 5 araw upang maiwasan ang legal na aksyon. Impormasyon sa Pakikipag-ugnayan Address: 6th Floor, Civic Center Building D, Mayaman St., Quezon City Hall Compound, Diliman, Quezon City Email Address: DSQC@quezoncity.gov.ph Telephone: 8988-4242 local 8311	BAWAL ANG FIXER AT ANG PAKIKIPAG-UGNAYAN SA MGA FIXER Sundin ang legal na proseso para sa pag-aasikaso ng EVR. Ang mga lalabag ay mahaharap sa mabigat na multa at pagkakakulong alinsunod sa R.A.11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018.)
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*WITH SERIAL NUMBER



BAGONG PILIPINAS

6th Floor, Building Regulatory Offices (Civic Center D), Quezon City Hall Compound, Diliman, Quezon City



DEPARTMENT OF SANITATION
AND CLEANUP WORKS OF QUEZON CITY

Trunkline No. 8988-4242 loc.8362



VIOLATION SMOKE EMISSION CITATION

FRONT

		DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY VEHICLE SMOKE EMISSION CITATION		NO. 24H - 0001 - B	
NAME: LAST NAME		FIRST NAME		MIDDLE NAME	
BUSINESS NAME:					
ADDRESS: LOT/BLOCK NO.		STREET		BARANGAY DISTRICT	
The Respondent is charged with violating Air Emission standards set forth by the QC Environment Code and other related regulations:					
VIOLATION DETAILS					
DATE: MM / DD / YYYY		TIME: : ☐ AM ☐ PM		PLACE OF OCCURENCE:	
VEHICLE SPECIFICATIONS: (as indicated in ETO QR/CR)					
Owner's Name:					
Address:					
Plate No.:		Engine No.:		Fuel: ☐ Diesel ☐ Gasoline	
Make / Series:		Vehicle Type:		Year Model:	
Emission Measurement : (CO/K Reading)					
1.		3.		5.	
2.		4.		6.	
Average:		☐ Pass ☐ Fail		The Respondent is hereby directed to settle accountability within five (5) days. Non-compliance will result in the initiation of legal action in the court of law.	
Deputized Sanitation Enforcement Agent		Witness		Signature	
*Refusal to sign by the Respondent shall not invalidate this EVR.					

SAMPLE LAYOUT

BACK

PROSES NG PAG-AASIKASO NG VSEC STEP 1: Magtunga sa Opisina ng DSQC upang kunin ang Order of Payment, dala ang kopya ng VSEC at isang valid Government ID. STEP 2: Magbayad sa Cashier ng City Treasurer's Office. STEP 3: Ibigay ang kopya ng resibo sa Opisina ng DSQC. Magbayad sa loob ng 5 araw upang maiwasan ang legal na aksyon. Impormasyon sa Pakikipag-ugnayan Address: 6th Floor, Civic Center Building D, Mayaman St, Quezon City Hall Compound, Diliman, Quezon City Email Address: DSQC@quezoncity.gov.ph Telephone: 8988-4242 local 8311	BAWAL ANG FIXER AT ANG PAKIKIPAG-UGNAYAN SA MGA FIXER Sundin ang legal na proseso para sa pag-aasikaso ng VSEC. Ang mga lalabag ay mahaharap sa mabigat na multa at pagkakakulong alinsunod sa R.A.11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018.)
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*WITH SERIAL NUMBER



SAGONG PILIPINAS



Republic of the Philippines
Quezon City

DEPARTMENT OF SANITATION
AND CLEANUP WORKS OF QUEZON CITY

Trunkline No. 8988-4242 loc.8362



SERIAL NUMBERS							
DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5	DISTRICT 6	AGENCIES	VSEC
24A-00001	24B-06501	24C-13001	24D-19501	24E-26001	24F-32501	24G-39001	24H-45501-B
24A-00002	24B-06502	24C-13002	24D-19502	24E-26002	24F-32502	24G-39002	24H-45502-B
24A-00003	24B-06503	24C-13003	24D-19503	24E-26003	24F-32503	24G-39003	24H-45503-B
24A-00004	24B-06504	24C-13004	24D-19504	24E-26004	24F-32504	24G-39004	24H-45504-B
24A-00005	24B-06505	24C-13005	24D-19505	24E-26005	24F-32505	24G-39005	24H-45505-B
24A-00006	24B-06506	24C-13006	24D-19506	24E-26006	24F-32506	24G-39006	24H-45506-B
24A-00007	24B-06507	24C-13007	24D-19507	24E-26007	24F-32507	24G-39007	24H-45507-B
24A-00008	24B-06508	24C-13008	24D-19508	24E-26008	24F-32508	24G-39008	24H-45508-B
24A-00009	24B-06509	24C-13009	24D-19509	24E-26009	24F-32509	24G-39009	24H-45509-B
24A-00010	24B-06510	24C-13010	24D-19510	24E-26010	24F-32510	24G-39010	24H-45510-B
24A-00011	24B-06511	24C-13011	24D-19511	24E-26011	24F-32511	24G-39011	24H-45511-B
24A-00012	24B-06512	24C-13012	24D-19512	24E-26012	24F-32512	24G-39012	24H-45512-B
24A-00013	24B-06513	24C-13013	24D-19513	24E-26013	24F-32513	24G-39013	24H-45513-B
24A-00014	24B-06514	24C-13014	24D-19514	24E-26014	24F-32514	24G-39014	24H-45514-B
24A-00015	24B-06515	24C-13015	24D-19515	24E-26015	24F-32515	24G-39015	24H-45515-B
24A-00016	24B-06516	24C-13016	24D-19516	24E-26016	24F-32516	24G-39016	24H-45516-B
24A-00017	24B-06517	24C-13017	24D-19517	24E-26017	24F-32517	24G-39017	24H-45517-B
24A-00018	24B-06518	24C-13018	24D-19518	24E-26018	24F-32518	24G-39018	24H-45518-B
24A-00019	24B-06519	24C-13019	24D-19519	24E-26019	24F-32519	24G-39019	24H-45519-B
24A-00020	24B-06520	24C-13020	24D-19520	24E-26020	24F-32520	24G-39020	24H-45520-B
24A-00021	24B-06521	24C-13021	24D-19521	24E-26021	24F-32521	24G-39021	24H-45521-B
24A-00022	24B-06522	24C-13022	24D-19522	24E-26022	24F-32522	24G-39022	24H-45522-B
24A-00023	24B-06523	24C-13023	24D-19523	24E-26023	24F-32523	24G-39023	24H-45523-B
24A-00024	24B-06524	24C-13024	24D-19524	24E-26024	24F-32524	24G-39024	24H-45524-B
24A-00025	24B-06525	24C-13025	24D-19525	24E-26025	24F-32525	24G-39025	24H-45525-B
24A-00026	24B-06526	24C-13026	24D-19526	24E-26026	24F-32526	24G-39026	24H-45526-B
24A-00027	24B-06527	24C-13027	24D-19527	24E-26027	24F-32527	24G-39027	24H-45527-B
24A-00028	24B-06528	24C-13028	24D-19528	24E-26028	24F-32528	24G-39028	24H-45528-B
24A-00029	24B-06529	24C-13029	24D-19529	24E-26029	24F-32529	24G-39029	24H-45529-B
24A-00030	24B-06530	24C-13030	24D-19530	24E-26030	24F-32530	24G-39030	24H-45530-B
...	...	...	...	...	...	...	...
24A-06500	24B-13000	24C-19500	24D-26000	24E-32500	24F-39000	24G-45500	24H-51750-B

*“...” for continuation



SAGONG PILIPINAS

6th Floor, Building Regulatory Offices (Civic Center D), Quezon City Hall Compound, Diliman, Quezon City