



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



REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : AUGUST 13, 2024  
Project No. : OCM-24-GM-1325

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FRAME FOR CERTIFICATE, T-SHIRT AND OTHERS  
Approved Budget of the Contract : P417,460.00  
End-User / Implementing Office : OFFICE OF THE CITY MAYOR

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 16, 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.**

**JATTY. DOMINIC B. GARCIA**  
Officer-In-Charge/Head, BAC Secretariat

6/18/24

**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	<b>PAPER FOR CERTIFICATE</b> - 8½ x 11 inches, color linen cream, 120gsm, 10 sheets/pack	pack	20		
2	<b>FRAME FOR CERTIFICATE</b> - Frame, 8.5 x 11 inches, wooden with glass	piece	100		
3	<b>DELEGATE KIT - Tote Bags</b> - 7 x 9 inches, canvas tote bag, white, with print of event logo <b>Ballpen Regular</b> - Ball point, 1-piece, black ink <b>Tumblers</b> - Stainless Steel Thermos Vacuum Cup Tumbler Flask, Water bottle 500ml, with event logo print <b>Notebooks</b> - 40 leaves, spiral, with event logo print on cover <b>Stickers</b> - 150mm x 105mm waterproof sticker with customized sticker print designs <b>ID Holder with ID Lace</b> - (ID Holder: 150mm x 105mm, PVC hard clear case; ID Lace: 40 inches length, 1 inch width standard polyester with custom design)	set	800		
4	<b>Festival T-Shirt for Team/Secretariat/Speaker</b> - cotton, black shirt, with event logo print, 50-Small, 50-Medium, 50-Large, 40-XLarge, 5-XXL, 3-XXXL & 2-XXXXL	piece	200		
<b>Total Quoted Amount</b>					

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

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

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

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# Cost Derivation

PROJECT NO. OCM-24-GM-1325

PROJECT TITLE: PROCUREMENT OF FRAME FOR CERTIFICATE, T-SHIRT AND OTHERS

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<b>Tote Bags</b> - 7 x 9 inches, canvas tote bag, white, with print of event logo	piece	800		
2	<b>Ballpen Regular</b> - Ball point, 1-piece, black ink	piece	800		
3	<b>Tumblers</b> - Stainless Steel Thermos Vacuum Cup Tumbler Flask, Water bottle 500ml, with event logo print	piece	800		
4	<b>Notebooks</b> - 40 leaves, spiral, with event logo print on cover	piece	800		
5	<b>Stickers</b> - 150mm x 105mm waterproof sticker with customized sticker print designs	piece	800		
6	<b>ID Holder with ID Lace</b> - (ID Holder: 150mm x 105mm, PVC hard clear case; ID Lace: 40 inches length, 1 inch width standard polyester with custom design)	piece	800		
GRAND TOTAL:					

I hereby certify to comply and deliver all the above requirements.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Request for Quotation for and behalf of: \_\_\_\_\_

*WPA*