



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  
SHOPPING 52.1B

DATE : AUGUST 13, 2024  
PROJECT NO. : QCCSD-24-  
FURNITURE-0387B

Name of Company :  
Address :  
Contact No. :  
Project Title : PROCUREMENT OF FOLDABLE CHAIR AND OTHERS  
Approved Budget of the Contract : Php58,880.00  
End-User / Implementing Office : QUEZON CITY CITIZEN SERVICES DEPARTMENT

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 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	<b>FOLDABLE CHAIR</b> Dimension: W 45cm x D 50cm x H 85cm, Color: Gray, 40mm thick PE plastic in blown molding process seat and backrest with Dia. 22mm x 1.0mm round steel tube in powder coated legs, 17kgs, Foldable.	piece	6		
2	<b>FOLDABLE TABLE</b> Dimension: W 180cm x D 76cm x H 74cm, Color: Gray (Wood Pattern), HDPE plastic panel 4cm; powder coated finished steel frame 25mm x 1.0mm.	piece	1		
3	<b>FOLDABLE TABLE</b> Dimension: W 183cm x D 76cm x H 74cm, Color: White Gray, 4.5cm thick high-density polyethylene (HDPE) plastic top in blown molding process with 28mm dia. x 1.0mm thick steel tube leg in powder coated finish.	piece	1		
4	<b>FLIPCHART WHITEBOARD FOLDABLE</b> Type: Whiteboard (Vertical Type) Size: 4 x 5 feet (48 inches x 60 inches)	piece	1		
5	<b>PLATFORM TROLLEY CART, NF SERIES STEEL PLATFORM</b> Loading Size; Face (L x W): 910mm X 610mm (36 inches x 24 inches) Loading Capacity: 300 kg. (660 lbs.) Caster Size: 130mm (5 inches), Platform Material; Steel/Metal, Good Quality	piece	2		
TOTAL:					

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

Delivery Period : Thirty (30) Calendar Days

Warranty : \_\_\_\_\_

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

*Handwritten signature*