



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](mailto:bacgoods.procurement@quezoncity.gov.ph)



REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : AUGUST 27, 2024  
Project No. : SSDD-24-PS2-1217

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PRINTING OF TARPAULINS  
Approved Budget of the Contract : P 47,625.00  
End-User / Implementing Office : SOCIAL SERVICES DEVELOPMENT DEPARTMENT

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
FOR ITEM NOS. 1-3	P 5,040.00
FOR ITEM NO. 4	P 1,680.00
FOR ITEM NO. 5	P 1,225.00
FOR ITEM NOS. 6-10	P 39,680.00
TOTAL ABC:	P 47,625.00

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 **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.**

  
**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
	<b>YOUTH WELFARE PROGRAM</b>				
1	TARPAULIN with QC Government and SSDD Logo "Youth Empowerment Technology and Social Media" Theme Venue Date Blue/Red (print) Size (6ft. x 8ft.)	piece	1		
2	TARPAULIN with QC Government and SSDD Logo "Quezon City Children and Youth Summit" Theme, Venue, Date, Blue/Red (print) Size (6ft. x 8ft.)	piece	1		
3	TARPAULIN with QC Government and SSDD Logo "Usapang Batang Ina, Batang Ama" Theme, Venue, Date, Blue/Red (print) Size (6ft. x 8ft.)	piece	1		
	<b>FAMILY WELFARE PROGRAM</b>				
4	TARPAULIN with QC Government and SSDD Logo "National Family Week Celebration" Theme, Venue, Date, Blue/Red (print) Size (6ft. x 8ft.)	piece	1		
	<b>ELDERLY WELFARE PROGRAM</b>				
5	TARPAULIN with QC Government Logo, No curl banner vinyl, R.A 9994 Senior Citizen Welfare Act, 22 Ounce, Size: 5ft. x 7ft., Layout and designs to follow	piece	1		
	<b>WELFARE AND RELIEF PROGRAM</b>				
6	TARPAULIN with Quezon City logo and print: Social Services Development Department, size: L-4ft., W-5ft., MGA DAPAT TANDAAN HABANG NASA LOOB NG "RELIEF OPERATION CENTER" 1. Panatilihin, ang 1.5 metrong distansya sa pagpapatala. 2. Ang bawat pamilya ay may 1 card/control pass. 3. Manatiling nasa loob ng tent, ang inatasan na may "CONTROL PASS" lamang ang maaaring lumabas sa takdang oras para kumuha ng pagkain. 4. Sumunod sa tamang daanan; "PASUKAN AT LABASAN". 5. Bigyan prioridad ang mga matatanda, PWD at Buntis. 6. Ang paninigarilyo, pagsusugal, at pag-inom ng alak ay mahigpit na ipinagbabawal.	piece	4		

Handwritten signature/initials.

	7. Panatilihi ang kaayusan, at kalinisan sa lahat ng oras. 8. Pansamantalang ilagak ang mga alagang hayop sa nakatalagang "PET AREA"				
7	TARPAULIN with Quezon City logo and print: Social Services Development Department, size: L-3ft., W-2ft., ENTRANCE	piece	10		
8	TARPAULIN with Quezon City logo and print: Social Services Development Department, size: L-3ft., W-2ft., EXIT	piece	10		
9	TARPAULIN with Quezon City logo and print: Social Services Development Department size: L-6ft., W-4ft., FINANCIAL ASSISTANCE FOR THE FIRE VICTIMS	piece	10		
10	TARPAULIN with Quezon City logo and print: Social Services Development Department size: L-6ft., W-4ft., RELIEF OPERATION	piece	10		
Total Quoted Amount					

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

Delivery Period : upon request by the end-user not to exceed December 31, 2024  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name  
\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Email Address

