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
SHOPPING 52.1b

DATE   :   **November 12, 2024**

PROJECT NO.   :   **QCGH-24-OSD-1431B**

Name of Company   : _____

Address   : _____

Contact No.   : _____

Project Title   : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES**

Approved Budget of the Contract   : **P 40,849.00**

End-User / Implementing Office   : **QUEZON CITY GENERAL HOSPITAL**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
Item No. 1-8	P 7,449.00
Item No. 9	P 18,400.00
Item No. 10	P 15,000.00

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 **NOVEMBER 15, 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	Sticker Paper, A4, 10pc/pack	pack	5		
2	Magazine Holder, Large	Pc	4		
3	Scissor straight 6 inches	Pc	1		
4	Permanent Marker, black	Pc	6		
5	Packaging tape, 2 inches	Pc	4		
6	Masking tape, 2 inches	Pc	4		
7	Continuous form, 1 ply, 11 inches x 9.5 inches sub 16 500sheets/box	box	5		
8	Certificate frame 8.5 inches x 13 inches	Pc	6		
9	Laminating film, 9 inches 250 microns 50m/roll	roll	20		
10	Barcode Sticker with wax ribbon 54 x 19cm for barcode printer compatible to the existing machine Zebra GK420t	Pc	50		
				TOTAL	

Amount in Words:

Delivery Period : __Thirty (30) Calendar Days__

Warranty :

_____
Signature over printed name

_____
Office Telephone No./Fax/Mobile No.

_____
Date

_____
Email Address