



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 PROCUREMENT
SECTION 35.1**

DATE : APRIL 24, 2025

PROJECT NO. : PESO-25-SERVICES-0422


Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RENTAL OF TABLES WITH FLOOR LENGTH CLOTH AND OTHERS
Approved Budget of the Contract : Php508,143.00
End-User / Implementing Office : PUBLIC EMPLOYMENT SERVICE OFFICE

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 **APRIL 29, 2025 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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.


MA. MARGARITA S. MEJIA, DPA
Chairperson, BAC- Goods and Services



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
ACTIVITY 1					
1.	Table with floor length cloth, square, 4-seater, white color	set	300		
2.	Chairs Monoblock, standard size, no armrest, white color	piece	1,200		
ACTIVITY 2					
3.	Table with floor length cloth, square, 4-seater, white color	set	60		
4.	Chairs Monoblock, standard size, no armrest, white color	piece	120		
ACTIVITY 3					
5.	Table with floor length cloth, square, 4-seater, white color	set	125		
6.	Chairs Monoblock, standard size, no armrest, white color	piece	800		
ACTIVITY 4					
7.	Table with floor length cloth, square, 4-seater, white color	set	60		
8.	Chairs Monoblock, standard size, no armrest, white color	piece	120		
ACTIVITY 5					
9.	Table with floor length cloth, square, 4-seater, white color	set	60		
10.	Chairs Monoblock, standard size, no armrest, white color	piece	120		
SUPPLIES FOR VARIOUS ACTIVITIES					
11.	Memo pad, 3x5 inches, with customized design	piece	14		
12.	Pen with lace, customized epoxy dome office logo	piece	14		
13.	Memo pad, 3x5 inches, with customized design	piece	90		
14.	Pen with lace, customized epoxy dome office logo	piece	90		
15.	Bond paper, sub20, legal size, 70gsm., 500 sheets/ream	ream	2		
16.	Envelope expanding, 100's/box, with rubber strap, 100's maroon	box	12		
17.	Specialty paper, 220gsm., pale cream, 500 sheets/ream	ream	3		
18.	Specialty paper, 220gsm., pale cream, 500 sheets/ream	ream	2		
19.	Specialty paper, 220gsm., pale cream, 500 sheets/ream	ream	1		



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20.	Specialty paper, 220gsm., pale cream, 500 sheets/ream	ream	1		
21.	Memo pad, 3x5 inches, with customized design	piece	320		
22.	Pen with lace, customized epoxy dome office logo	piece	320		
23.	Specialty paper, 220gsm., pale cream, 500 sheets/ream	ream	1		
24.	Plain katsa tote bag canvas, 10x12 inches flat, customized design	piece	90		
25.	Plain katsa tote bag canvas, 10x12 inches flat, customized design	piece	320		
26.	ID lace with prints	piece	90		
27.	ID lace with prints	piece	320		
28.	Tarpaulin with pull-up banner, 2.75ft. x 6.5ft.	piece	12		
29.	Tarpaulin 8x10ft.	piece	1		
30.	Tarpaulin 8x10ft.	piece	7		
31.	Tarpaulin 8x10ft.	piece	2		
32.	Tarpaulin 8x10ft.	piece	2		
33.	Dry seal, stainless, customized logo embossed	piece	1		
				TOTAL	

Amount in Words:

Delivery Period : **Upon request by the end-user until December 31, 2025**

Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

