



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 : June 19, 2025

PROJECT NO. : QCTD-25-GM-0476

Name of Company :
Address :
Contact No. :
Project Title : **PROCUREMENT OF GENERAL MERCHANDISE (FLAG POLE, CURTAIN DRAPES, FIRE EXTINGUISHER, AND OTHERS)**
Approved Budget of the Contract : **Php154,521.75**
End-User / Implementing Office : **QUEZON CITY TOURISM DEPARTMENT**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
Item no. 1	17,940.00
Item no. 2-6	136,581.75
Total	154,521.75

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 **JUNE 24, 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



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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	Fire Extinguisher - Extinguisher agent: Mono ammonium phosphate (ABC powder), Weight: 10 lbs (4.5 kilo) or larger	unit	6		
2	Microphone Stand – Type: tripod Base Mic Stand; Features: Mic Clip, Boom Retainer, and Clutch for easy height adjustment; Color: Black	unit	3		
3	Flag Pole – Material: Stainless steel; Height: 8 feet; Base: Brass stand	unit	5		
4	Curtain Drapes – Made of 100% polyester solid color (red, white, and blue), length: 100 meters	piece	5		
5	Whiteboard Marker – Size: 90 cm x 120 cm; frame: Solid aluminum frame; includes stand and eraser; Comes with assembly materials and handy click-on tray for whiteboard markers and other accessories	set	2		
6	Hand Truck Trolley - Handle: Soft grip for comfort; Design: Extendable and foldable; Maximum Load Capacity: 150 kilos; Dimension: Unfolded: 74 cm x 44 cm x 90 cm Folded: 44 cm x 54 cm x 24 cm	unit	2		
TOTAL					

Amount in Words:

Other Requirements:

- Statement of Warranty with project number and project title - minimum of one (1) year
- Copy of valid and current Standard Quality Certification Mark License issued by the Bureau of Philippine Standard (BPS).
- Authority to sell from the manufacturer/exclusive or authorized distributor of the item/product being offered (with project number and project title).



Handwritten signature

Delivery Period : **Sixty (60) Calendar Days**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



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