



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : December 15, 2020  
PR No. : GF-20-10-01754

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Project Title : **PROCUREMENT OF VARIOUS LABORATORY SUPPLIES (ALCOHOL LAMP AND OTHERS)**

Approved budget of the Contract : **Php 999,869.60**

End-User / Implementing Office : **QUEZON CITY UNIVERSITY**

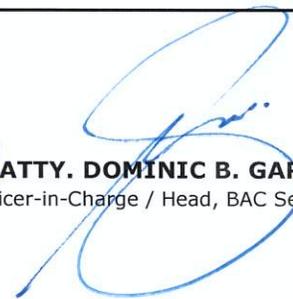
Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than December 18, 2020, 10:00 AM Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

**Project Title :** **PROCUREMENT OF VARIOUS LABORATORY SUPPLIES (ALCOHOL LAMP AND OTHERS)**  
**Quezon City Local Government**  
**BIDS AND AWARDS COMMITTEE**  
**2/F Procurement Department, Finance Building**  
**Quezon City Hall Compound**  
For any clarification you may contact us at 89884242 loc. 8506/8709.

  
**LATTY. DOMINIC B. GARCIA**  
Officer-in-Charge / Head, BAC Secretariat

**TERMS AND CONDITIONS**

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
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 initiated 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>Alcohol Lamp</b> glass for gently heating small to medium amounts of materials, designed for normal laboratory use, includes stopper, wick (127 mm) and cap, capacity: 2 oz (60 ml)	piece	17		
2	<b>Beaker</b> 50 ml capacity, includes spout and white standard graduation on the back	piece	17		
3	<b>Beaker</b> 100 ml capacity, includes spout and white standard graduation on the back	piece	17		
4	<b>Beaker</b> 250 ml capacity, includes spout and white standard graduation on the back	piece	17		
5	<b>Beaker</b> 500 ml capacity, includes spout and white standard graduation on the back	piece	17		
6	<b>Beaker</b> 1000 ml capacity, includes spout and white standard graduation on the back	piece	17		
7	<b>Burret Acid</b> glass, 25 ml capacity, with rubber tubing connection, glass bead and glass tip	piece	17		
8	<b>Burret Base</b> glass, 25 ml capacity, with rubber tubing connection, glass bead and glass tip	piece	17		
9	<b>Condenser</b> heat resistant, made from borosilicate glass, 400mm	piece	17		
10	<b>Crucible Tong</b> chrome plated	piece	17		
11	<b>Digital Caliper</b> metric/english (15 cm/6 in.) measures to the nearest 0.01 mm (0.0005 in.), auto power-off and includes a sturdy plastic storage case, stainless, hardened	piece	5		
12	<b>Distilling Flask</b> 250 ml capacity, made from borosilicate glass, with side arm, capable of withstanding thermal shock	piece	17		
13	<b>Dissecting Set</b> basic, kit of 7's	piece	17		
14	<b>Filter Paper</b> #1, 12.5 cm, 100s/pack	box	9		

15	<b>Erlenmeyer Flask</b> 50 ml capacity, made from borosilicate glass with bright and clean surface, consistent wall thickness and low coefficient of expansion	piece	17		
16	<b>Erlenmeyer Flask</b> 100 ml capacity, made from borosilicate glass with bright and clean surface, consistent wall thickness and low coefficient of expansion	piece	17		
17	<b>Erlenmeyer Flask</b> 250 ml capacity, made from borosilicate glass with bright and clean surface, consistent wall thickness and low coefficient of expansion	piece	17		
18	<b>Erlenmeyer Flask</b> 500 ml capacity, made from borosilicate glass with bright and clean surface, consistent wall thickness and low coefficient of expansion	piece	17		
19	<b>Evaporating Dish</b> porcelain made, 75mm, thermally stable	piece	17		
20	<b>Evaporating Dish</b> 100 mm, porcelain made, thermally stable	piece	17		
21	<b>Glass Funnel</b> 75mm; Material: Heavy Wall, Borosilicate glass; ; have a high resistance to chemical attack, and mechanical and thermal shock	piece	9		
22	<b>Glass Funnel</b> 100mm; Material: Heavy Wall, Borosilicate glass; have a high resistance to chemical attack, and mechanical and thermal shock	piece	9		
23	<b>Glass Tubing</b> 4mm diameter, 24 inches long, made from borosilicate glass, high heat resistant	piece	9		
24	<b>Glass Tubing</b> 5mm diameter, 24 inches long, made from borosilicate glass, high heat resistant	piece	9		
25	<b>Glass Tubing</b> 6mm diameter, 24 inches long, made from borosilicate glass, high heat resistant	piece	9		
26	<b>Glass Tubing</b> 7mm diameter, 24 inches long, made from borosilicate glass, high heat resistant	piece	9		
27	<b>Graduated Cylinder</b> 50 ml capacity, impact resistant clear glass, temperature resistant to 212°F, pouring lip and wide base, markings in cc/ml and oz measurements	piece	17		
28	<b>Graduated Cylinder</b> 100 ml capacity, impact resistant clear glass, temperature resistant to 212°F, pouring lip and wide base, markings in cc/ml and oz measurements	piece	17		
29	<b>Graduated Cylinder</b> 250 ml capacity, impact resistant clear glass, temperature resistant to 212°F, pouring lip and wide base, markings in cc/ml and oz measurements	piece	17		
30	<b>Graduated Cylinder</b> 500 ml capacity, impact resistant clear glass, temperature resistant to 212°F, pouring lip and wide base, markings in cc/ml and oz measurements	piece	17		
31	<b>Graduated Cylinder</b> 1000 ml capacity, impact resistant clear glass, temperature resistant to 212°F, pouring lip and wide base, markings in cc/ml and oz measurements	piece	17		
32	<b>Horseshoe Magnet</b> common holding magnet, size 3 inches	piece	17		

33	<b>Horseshoe Magnet</b> common holding magnet, size 4 inches	piece	17		
34	<b>Horseshoe Magnet</b> common holding magnet, size 5 inches	piece	17		
35	<b>Horseshoe Magnet</b> common holding magnet, size 6 inches	piece	17		
36	<b>Iron Clamp</b> Cast-iron, 2,5" diameter	piece	17		
37	<b>Iron Ring</b> Cast-iron, 4" diameter	piece	17		
38	<b>Iron Stand</b> Cast iron, 24" tall	piece	17		
39	<b>Petri Dish</b> 90x15mm, impact resistant clear glass, temperature resistant to 212°F, pouring lip and wide base, markings in cc/ml and oz measurements	piece	17		
40	<b>Separatory Funnel</b> 250 ml, glass, with stopper, glass stopcock	piece	17		
41	<b>Separatory Funnel</b> 500 ml, glass, with stopper, standard PTFE stopcock	piece	17		
42	<b>Spot Plate</b> porcelain, 6 holes (21 mm diameter and 6 mm depth), 85 x 54 mm, 11 mm thickness	piece	17		
43	<b>Spring Balance</b> 100 gram capacity, pocket type, single spring	piece	17		
44	<b>Spring Balance</b> 200 gram capacity, pocket type, single spring	piece	17		
45	<b>Spring Balance</b> 1000 gram capacity, pocket type, single spring	piece	17		
46	<b>Spring Balance</b> 2000 gram capacity, pocket type, single spring	piece	17		
47	<b>Spring Balance</b> 5000 gram capacity, pocket type, single spring	piece	17		
48	<b>Specimen Jar</b> glass, 1000 ml	piece	17		
49	<b>Stirring Rod</b> glass, 12 inches long, 6 mm $\varnothing$	piece	17		
50	<b>Test Tube</b> 16 x 150 mm, borosilicate glass tubing, screw without rim neck, round bottom	piece	17		
51	<b>Test Tube</b> 18 x 150 mm, borosilicate glass tubing, screw without rim neck, round bottom	piece	17		
52	<b>Test Tube</b> 20 x 150 mm, borosilicate glass tubing, screw without rim neck, round bottom	piece	17		
53	<b>Test Tube Brush</b> 8 inches long	piece	17		
54	<b>Test Tube Holder</b> 6 inches, metal	piece	17		
55	<b>Test Tube Rack</b> wooden, 12-holes	piece	17		
56	<b>Thermometer (Laboratory)</b> 0-110°C, alcohol base/red base	piece	17		
57	<b>Tuning Fork</b> set of 8	set	1		
58	<b>Toggle Switch</b> SPST, 2P, 3A, SY	piece	9		
59	<b>Tripod</b> 7.5 inches height, three legs, metal	piece	17		
60	<b>Watch Glass</b> glass, 75 mm in diameter	piece	17		

61	<b>Watch Glass</b> glass, 100 mm in diameter	piece	17		
62	<b>Brass Mass Set</b> 10-piece precision weight includes two each of 1g, 1g, 2g, 5g and 10g weights, and one each of 20g and 50g weights	set	6		
63	<b>Meter Stick</b> hardwood meter stick with metric graduations, scale reads left to right on one side, right to left on the other, 6 pcs/pack	pack	1		
64	<b>Micrometer</b> provides measurement from 0 to 25mm, with 0.1mm resolution, with form-fitted wooden box for storage	piece	5		
65	<b>Ammonium Hydroxide</b> liquid, for laboratory experiment, 100ml	bottle	11		
66	<b>Calcium Carbonate FG</b> powder, for laboratory experiment, 500g	bottle	11		
67	<b>Potassium Chloride TG</b> powder, for laboratory experiment, 500g	bottle	11		
68	<b>Borax TG</b> powder, for laboratory experiment	kilo	5		
69	<b>Nitric Acid 0.1N</b> liquid, for laboratory experiment	liter	11		
70	<b>Sulfur Powder TG</b> powder, for laboratory experiment, 500g	bottle	11		
71	<b>Iron Fillings</b> powder, for laboratory experiment, 500g	bottle	11		
72	<b>Magnesium Ribbon</b> solid, for laboratory experiment, 500g	roll	11		
73	<b>Sodium Hydroxide</b> flakes, for laboratory experiment, 100g/pack	pack	11		
74	<b>Hydrochloric Acid 0.1N</b> liquid, for laboratory experiment	liter	11		
75	<b>Phenolphthalein Solution 1%</b> liquid, for laboratory experiment, 500 ml	bottle	11		
76	<b>Barium Chloride</b> powder, for laboratory experiment, 100g	bottle	11		
77	<b>Litmus Paper</b> red, for laboratory experiment	tube	11		
78	<b>Litmus Paper</b> blue, for laboratory experiment	tube	11		
79	<b>Methyl Orange</b> liquid, for laboratory experiment, 30ml/tube	tube	11		
80	<b>Bromthymol Blue</b> liquid, for laboratory experiment, 30ml/tube	tube	11		
81	<b>Ammonia</b> liquid, for laboratory experiment	bottle	11		
82	<b>Ammonium Nitrate</b> powder, for laboratory experiment, 30g	pack	11		
83	<b>Copper Sulfate TG</b> powder, for laboratory experiment, 500g	bottle	11		
84	<b>Napthalene</b> powder, for laboratory experiment, 30g	pack	11		
85	<b>Methyl Blue</b> liquid, for laboratory experiment, 30ml/tube	tube	11		
86	<b>Potassium Permanganate</b> powder, for laboratory experiment, 100g	bottle	11		
87	<b>Acetic Acid</b> liquid, for laboratory experiment	liter	11		
88	<b>Glacial Acetic Acid</b> liquid, for laboratory experiment, 2.5 liters	bottle	11		

2

89	<b>Ethyl Alcohol 95%</b> 95%, liquid, for laboratory experiment	liter	11		
90	<b>Methyl Alcohol / Methanol TG</b> liquid, for laboratory experiment	liter	11		
91	<b>Denatured Alcohol</b> liquid, for laboratory experiment, 30ml/tube	liter	11		
92	<b>Sulfuric Acid 0.1M</b> liquid, for laboratory experiment, 500ml	bottle	11		
93	<b>Hydrogen Peroxide 3%</b> liquid, for laboratory experiment	liter	11		
94	<b>Iodine</b> liquid, for laboratory experiment, 500 ml	bottle	11		
<b>Total Quoted Amount</b>					

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

Delivery Period : Fifteen (15) Calendar Days  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

2