



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT**  
**SECTION 53.9**

Date: March 24, 2021  
PR No: GF-20-02-00381

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF VARIOUS BOOKS**  
Approved Budget for the Contract : **Php 362,948.00**  
End-User / Implementing Office : **QUEZON CITY PUBLIC LIBRARY**

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 **March 29, 2021, 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 (2021);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 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 BOOKS**

**Quezon City Local Government  
BIDS AND AWARDS COMMITTEE  
2/F Procurement Department, Finance Building  
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For any clarification you may contact us at 89884242 loc. 8505/8709.

  
**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	Guide to planting and care of edible fruits and nuts in the home garden /, 2017 R. E. Coronel ISBN:9786219568708	COPY	17		
2	The Philippines : a visual journey / Tuttle, 2016 ISBN:9780804846240	COPY	7		
3	Philippine modernities : music, performing arts, and language, 1880 to 1941 / J. S. Buenconsejo. 2017 ISBN:9789715428491	COPY	7		
4	Basic financial management / A. Pineda, 2019 ISBN:9788614062003	COPY	10		
5	Business & technical writing / Antivola, 2019 ISBN:9789719667094	COPY	10		
6	Consumer behavior : dynamics, dimensions, 2019 & models / E. Mendoza ISBN:9786214270538	COPY	10		
7	Feasibility study guidelines for undergraduate , 2019 ISBN:9789719645733	COPY	17		
8	Human resource forecasting and planning / 2016 M.F. Flores ISBN:9789719654520	COPY	10		
9	Human resource information system / Banaag. 2016 ISBN:9789719654414	COPY	10		
10	Marketing management / A. Camilar-Serrano. 2019 ISBN:9786214061990	COPY	10		
11	Conceptual framework and accounting/ C. Valix, 2019 ISBN:9786214160662	COPY	10		
12	Cost accounting and control, 2019 edition / N.D. De Leon. ISBN:9786214160587	COPY	11		
13	CPA examination practical financial accounting. 2018 volume 1 / C. Valix ISBN:9786214160532	COPY	7		
14	CPA examination practical financial accounting. 2018 volume 2 / C. Valix ISBN:9786214160556	COPY	7		
15	CPA examination reviewer in auditing problems. 2018 E.B. Cabrera. ISBN:9786214160235	COPY	7		
16	Government accounting (NGAS) / A. Punzalan. 2019 ISBN:9786214160693	COPY	7		
17	Business finance (for senior high school) / A. 2019 De Guzman ISBN:9786218035607	COPY	18		
18	Visual graphics and animation for SHS / 2019 Hilarion. ISBN:9786214062478	COPY	17		



19	Basic electronics : students laboratory. 2019 manual / Jueco & Serrano ISBN:9786214181094	COPY	17		
20	Construction materials and testing (laboratory Manual) / A. Topacio. 2018 ISBN:9786214270149	COPY	17		
21	Simplified methods on building construction, 2019 part 1 / V. N. Porte. 2019 ISBN:9786218035454	COPY	7		
22	Simplified methods on building construction, 2019 part 2 / V. N. Porte ISBN:9786218035447	COPY	7		
23	Simplified methods on building construction :Civil & structural work / V. N. Porte. 2019 ISBN: 9786218035461	COPY	7		
24	The national building code of the Philippines. 2016 B.S Villalas. ISBN:9789718586051	COPY	7		
25	The new comprehensive English-Filipino dictionary with build-in thesaurus / Children's Press. 2019 ISBN:9789710328277	COPY	18		
26	Basic understanding of hospitality and tourism marketing with IMC / Velasco. 2019 ISBN:9789719654681	COPY	17		
27	Human resource management : current directions and new challenges / Mendoza & Garcia. 2019 ISBN:9786214180646	COPY	10		
28	Asian cuisine / R.D. Osorno. 2019. ISBN:9786214180646	COPY	10		
29	Food processing / R.D. Osorno.2019 ISBN:9786214180530	COPY	10		
30	Kitchen essentials & basic food preparation manual R.D. Osorno ISBN: 6214180660	COPY	10		
31	Risk management as applied to safety, security and sanitation / R.D. Osorno. 2019. ISBN:9786214180691	COPY	5		
32	Abstracting and indexing made easy, 2nd edition / J. Buenrostro. 2018 ISBN:9789719645641	COPY	5		
33	The complete reviewer for librarians' licensure examination, volume 7. 2018 ISBN: 9789719645658	COPY	5		
34	Comprehensive reviewer for fire officer examination / Medina, 2017 ISBN: 9789719617969	COPY	5		
Total Quoted Amount					

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

\_\_\_\_\_.

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Copy of Certificate of Copyright Registration	
2. Copy of Authority to sell from the Publisher (if not the copyright owner)	
3. Copy of Certificate of Registration from the National Book Development Board	

Delivery Period : Thirty (30) Calendar Days

Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address