



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC- Goods and Services  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



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

Date : SEPTEMBER 28, 2021  
PR No. : CONSO-21-EMS-226E

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF TEST KITS**  
Approved budget of  
the Contract : **P 492,048.00**  
End-User /  
Implementing Office : **VARIOUS OFFICES (QUEZON CITY UNIVERSITY/QUEZON CITY PROTECTION  
CENTER)**

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  
OCTOBER 01, 2021 10:00AM 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; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (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** 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 TEST KITS**  
**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

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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 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
	<b>QUEZON CITY UNIVERSITY</b> <b>ABC: 217,700.00</b>				
1	<b>Scholastic Abilities Test for Adult (SATA)</b> Complete SATA kits includes Examiners Manual, 10 Test Books, 25 Response Booklets and 25 Profile/Examiner Record Forms	set	1		
2	<b>Multidimensional Aptitude Battery-II (MAB-II)</b> MAB-II Kit includes 5 Performance Reusable Booklets, 5 verbal reusable booklets, 50 Verbal answer sheets, 50 Performance Answer sheets, 50 record forms, scoring Templates and Manual	set	1		
3	<b>Mental Ability Test(MD5)</b> MD5 Kit includes 50 non-reusable test booklets, scoring key and manual	set	1		
4	<b>Test of General Reasoning Ability(TOGRA)</b> TOGRA introductory Kit includes TOGRA professional manual and fast guide, 10 Blue and 10 Green reusable item booklets, 25 answer sheets, set of 25 scoring keys and 25 score summary forms	set	1		
5	<b>Reynolds Adolescent Depression Scale, 2nd Edition(RADS-2)</b> RADS-21 Introductory Kit includes RADS-2 Professional Manual , 25 Hand-scorable test booklets, and 25 summary/profile forms	set	1		
6	<b>Trauma Symptom Inventory- 2(TSI-2)</b> TSI-2 Introductory Kit includes TSI-2 Professional Manual, 10 TSI-2 reusable item booklets, 25 TSI-2 Hand-scorable answer sheets, and 25 TSI-2 Profile forms	set	1		
7	<b>Adult Suicidal Ideation Questionnaire (ASIQ)</b> ASIQ Introductory Kit includes ASIQ Professional Manual and 25 Respondent forms	set	1		
8	<b>Student Adaptation to College Questionnaire(SACQ)</b> SACQ Kit includes 25 hand scored questionnaires: 1 Manual	set	2		
9	<b>College Adjustment Scales(CAS)</b> CAS Introductory Kit includes CAS Professional Manual, 25 reusable item booklets and 25 answer sheets	set	1		

	<b>QUEZON CITY PROTECTION CENTER</b> <b>ABC: 274,348.00</b>				
10	Clinical Assessment of Depression (CAD) (8 to 79 y.o.) Test Questionnaire and Answer Sheets 25 pcs/ set	set	3		
11	PTSD and Suicide Screener (PSS) (18 to 99 y.o) Test Questionnaire and Answer sheets 25 pcs/ set	set	3		
12	Draw-A-Person: Intellectual Ability Test (DAP: IQ) (4 to 89 y.o.) Test Questionnaire and Answer sheets 25 pcs/ set	set	3		
13	Hand Test ( 5 y.o and up) Test Questionnaire and answer sheet 25 pcs/ set	set	2		
14	Thematic Apperception Test (5 to 79 y.o) Test Questionnaire and Answer sheets 25 pcs/ set	set	3		
15	Garos Sexual Behavior Inventory ( 18 y.o and above) Test Questionnaire and Answer sheets 25 pcs/ set	set	4		
16	Bender-Gestalt II Test (6 to 85 y.o), Bender Visual Motor Gestalt Test Second Edition, Manual, Stimulus Cards, Education Questionnaire & evaluation form, Perception Test Booklets, Test Records, Motor Test Booklets 25 pcs/ set, Lauretta Bender, M.D.	set	2		
17	House-Tree-Person and Draw-A-Person as Measurement of Abuse in Children: Quantitative Scoring (7-11 y.o.) Test Questionnaire and Answer sheets 25 pcs/ set	set	3		
	<b>Total Quoted Amount</b>				

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

\_\_\_\_\_

Delivery Period : Thirty (30) Calendar Days

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

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

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

\_\_\_\_\_  
Date

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