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

REQUEST FOR QUOTATION

Shopping 52.1b

Date: October 12, 2021
Project No: PESO-21-OS-584C

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS SEMINAR KIT**
Approved Budget for the Contract : **Php 974,587.95**
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 **October 15, 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 2020) (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 SEMINAR KIT**

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. 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	Quezon City Migration and Development Council (QCMDC) Quarterly Meeting (Webinar) Seminar Kit x 26 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	26		
2	Capacity Building Seminar for Quezon City Migration and Development Council (QCMDC) - Level 2: Creation of MRC Operational Manual and OFW Collected Remittance(Webinar)	Kit	30		

	Seminar Kit x 30 pax = 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length				
3	Case Conference for Quezon City Migration and Development Council (QCMDC) (Webinar) Seminar Kit x 25 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	25		

4	Round Table Discussion with concerned National Government Agencies and Civic Society Organization pertaining to Migrant and Labor Rights (Webinar) Seminar Kit x 40 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces – Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	40		
5	Quezon City Migration Development Council (QCMDC) Year End Assessment and Planning (Webinar) Seminar Kit x 30 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	30		

6	Migration Resource Center Program and Services Organizing OFW and their families Seminar Kit x 150 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length Hygeine Kit - x 150 pax 1 piece - School Backpack- Nylon material and lining, Exterior: zip and mesh side slip pockets, Interior: slip pockets, Laptop sleeve, Adjustable shoulder straps, Haul loop, Padded back panel, Measurements: L40 x W30 x H15cm 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 piece - Face Towel- made of de luxe organic cotton, Grown in organic agricultural standards, minimal pesticides and harmful chemicals, Anti-allergies for kids, Measurements: 12 x12 inches 1 piece - Toothbrush- Microfine bristles, Ribbed tongue cleaner, Anti-slip soft rubber grip for firm hold and comfortable brushing with cap 3 sachet - Toothpaste-10ml Sachet 1 piece - Bath Soap – 60g, Enriched with a moisturizer, Gives a rich, creamy lather, Ingredients: Sodium Palmate, Sodium Plam Kernelate, Mineral Oil, Fragrance, Titanium	Kit	150		

	Dioxide, Water, Tetrasdium EDTA, Etidronic Acid, Width 2.5, Height 12, Depth 6.8 3 sachet - Shampoo-15ml, any variant School Supplies x 150 pax 1 piece - School Backpack- Nylon material and lining, Exterior: zip and mesh side slip pockets, Interior: slip pockets, Laptop sleeve, Adjustable shoulder straps, Haul loop, Padded back panel, Measurements: L40 x W30 x H15cm 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 3 pieces - Pencil, made with premium wood and high-quality graphite Ergonomic, sturdy and triangular- shaped, Soft, non-smudge eraser Sharpens to a fine, exact point 1piece - Plastic Ruler- clear plastic, Measures 12 inches in length 1 piece - Sharpener- Made of metal, Double sharpener 1 piece - Eraser- two-in-one eraser, PVC free, Eraser for ink and pencil lead 1 piece - Scissor- Made of brushed stainless steel blades, Rounded tips for safety, Measures 13cm in length 5 pieces - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves				
7	Orientation for OFW Chapters & Barangay on BalikBayan Portal and Migrants Resource Center (Webinar) Seminar Kit x 150 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	150		

8	Anti - Illegal Recruitment (AIR) Campaign Seminar Kit x 150 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	150		
9	Overseas Filipino Chapters (OFCs) Financial Literacy (FinLit) & Entrepreneurship Training Seminar Seminar Kit x 200 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	200		

10	Values Formation & Management Seminar for Overseas Filipino Chapters (OFSs) Seminar Kit x 200 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	200		
11	Bayanihan Savings for Overseas Filipino Chapters (OFCs) Seminar Kit x 200 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	200		

12	Safe Regular Orderly Migration Seminar Seminar Kit x 200 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	Kit	200		
			Total Quoted Amount		

Amount in Words: _____

_____.

Delivery Period : Twenty (20) Calendar Days

Warranty : _____

_____

Signature over printed name

_____

Office Telephone No./Fax/Mobile No.

_____

Date

_____

Email Address