



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

DATE : JULY 26, 2022

PROJECT NO. : QCYDO-22-ETS-1111

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : CONCEPTUALIZATION AND DEVELOPMENT OF TRANSFORMATIONAL LEADERSHIP MODULE  
Approved Budget of the Contract : P 500,000.00  
End-User / Implementing Office : QUEZON CITY YOUTH DEVELOPMENT 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 **JULY 29, 2022, 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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**.

**(SGD.) 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	<p>The service provider shall include the following services:</p> <ol style="list-style-type: none"> <li>1. Conceptualize and develop Transformational Leadership Module with learning quality, content appropriateness, and relevant references.</li> <li>2. Finalize learning outcomes, course content, course delivery, and assessment and evaluation tools.</li> <li>3. Conduct and facilitate the pilot testing of the Module and enhance its usability to the target beneficiaries.</li> </ol> <p>Expected Outputs:</p> <ol style="list-style-type: none"> <li>1. The Module shall come in a video format per lesson with captions and a voice-over. The videos shall be produced and should complement the Module. Each video material shall be at a minimum of one (1) hour covering topics approved by the Quezon City Youth Development Office.</li> <li>2. The Module shall be furnished in sixty (60) pieces of soft-bound printed copies of the approved Module, colored and in letter size of the paper, along with a digital copy (PDF format) saved in a hard drive to be provided by the winning bidder.</li> <li>3. The Transformational Leadership Module shall cover the following areas:               <ol style="list-style-type: none"> <li>a) Foundations of Leadership and Youth Governance</li> <li>b) Decision-making and self-awareness</li> <li>c) Motivation, Influence, and</li> </ol> </li> </ol>	lot	1		

	<p>Persuasion</p> <p>d) Managing Performance and Stakeholders</p> <p>e) Case Studies/applications through the 9 Centers of Participation (namely: Health, Education, Economic Empowerment, Social Inclusion and Equity, Governance, Peace Building and Security, Active Citizenship, Environment and Global Mobility)</p> <p>f) Course assessment and evaluation tools</p> <p>The total number of pages shall be proposed by the service provider based on the approved topics under each module area. Topics shall be approved by the Quezon City Youth Development Office.</p>				
<b>TOTAL:</b>					

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

Delivery Period : Upon request by the end user until Dec. 31, 2022  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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