



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)

DATE : September 06, 2022

PROJECT NO. : QCYDO-22-TA-1034

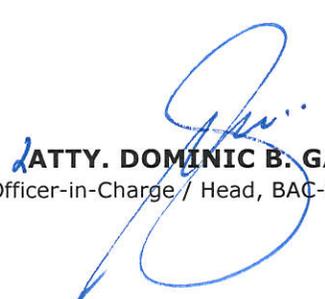
Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF TOKENS AND OTHERS  
Approved Budget of the Contract : Php 746,999.76  
End-User / Implementing Office : Quezon City Youth Development Office

Item Nos.	Approved Budget for The Contract
1-9	P 712,459.76
10-11	P 34,540.00
<b>TOTAL ABC</b>	<b>P 746,999.76</b>

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 **September 09, 2022, 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 (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**.

  
**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	Inno-Hub: Mga Solusyon mula sa Bagong Henerasyon Promotional Materials Tarpaulin size 5ft (length) x 3ft (width) Landscape Water resistant or waterproof material, with 4 corners eyelet, customized	pc	142		
2	Inno-Hub: Mga Solusyon mula sa Bagong Henerasyon Promotional Materials Tarpaulin with Pull-up Banner/ Roll-up Banner size 6.5ft (length) x 2.75ft (width) Portrait Water resistant or waterproof material, with pull-up or roll-up retractable tarpaulin banner stand, customized	pc	9		
3	<b>Token for Inno-Hub</b> (Mugs, Planner, ballpen, tote bag, hygiene kit (customized)) <b>MUGS (CUSTOMIZED)</b> Style: ceramic mug Color: Black and white Weight: 300 ml Dimension: 8 cm x 9.5 cm Capacity: Holds 11 oz. of liquid <b>PLANNER (CUSTOMIZED)</b> Cover Material: Leather with Logo Style: Garter to close Product Size: 14x10.5cm (A6) inner Pages: 144 sheets/ 288 pages Color: Black, White Function of inner pages: Calendar, monthly planner, daily diary & check list,	Set	250		

	<p>square grid pages, blank pages ✓</p> <p><b>BALLPEN (CUSTOMIZED)</b> ✓</p> <p>Style: Metal-look finish sign pens ✓</p> <p>Color: Black, white ✓</p> <p>Point size: 0.4 ✓</p> <p>one side print ✓</p> <p><b>TOTE BAG (CUSTOMIZED)</b> ✓</p> <p>Style: Customized Tote bag with zipper ✓</p> <p>Color: Black and white ✓</p> <p>Size: app.31.5x27cm/12.40x10.63in ✓</p> <p>Material: Canvas ✓</p> <p><b>HYGIENE KIT COMPONENTS</b></p> <p><b>ALCOHOL</b> ✓</p> <ul style="list-style-type: none"> <li>- Isopropyl ✓</li> <li>-With moisturizer ✓</li> <li>-70% solution ✓</li> <li>-50ml ✓</li> <li>-Spray bottle ✓</li> </ul> <p><b>FACIAL TISSUE</b> ✓</p> <ul style="list-style-type: none"> <li>-100 sheets 50 pulls ✓</li> <li>-2ply tissue ✓</li> <li>-200 mm x 150 mm ✓</li> <li>-Travel Pack ✓</li> </ul> <p><b>FACE AND BODY WIPES</b> ✓</p> <ul style="list-style-type: none"> <li>-Antibacterial ✓</li> <li>-With moisturizer ✓</li> <li>-10 to 20 pulls/sheets ✓</li> </ul> <p><b>DISPOSABLE SURGICAL FACE MASK</b> ✓</p> <ul style="list-style-type: none"> <li>-3ply ✓</li> <li>-Color blue ✓</li> </ul> <p><b>BATH SOAP</b> ✓</p> <ul style="list-style-type: none"> <li>-60 grams ✓</li> <li>-Sachet pack ✓</li> </ul> <p><b>PLASTIC POUCH HYGIENE KIT WITH ZIPPER</b> ✓</p> <ul style="list-style-type: none"> <li>- Clear/Transparent ✓</li> <li>- 17 x 12 x 6 cm / 6.69 x 5.12 x 2.36 inches (length x height x width) ✓</li> <li>- PVC ✓</li> <li>- As long as alcohol, facial tissue, cleansing wipes, and face mask must fit inside the plastic pouch. ✓</li> </ul>				
4	<p><b>Special Paper for Inno-Hub</b> ✓</p> <ul style="list-style-type: none"> <li>- A4 ✓</li> <li>- 80gsm ✓</li> <li>- Color vanilla ✓</li> </ul> <p><b>Certificate Holder</b> ✓</p> <ul style="list-style-type: none"> <li>- A4 ✓</li> <li>- With 2 hangers ✓</li> <li>- Color red ✓</li> </ul>	set	250		
5	<p><b>Ceremonial Giant Check</b> ✓</p> <ul style="list-style-type: none"> <li>- Sintra Board ✓</li> <li>- Color: White ✓</li> <li>- Thickness: 1.5mm - 2.0mm ✓</li> <li>- Size 4ft x 6ft ✓</li> </ul>	pc	8		

6	Kabataang QCitizens Awards Promotional Materials Tarpaulin size 5ft (length) x 3ft (width) Landscape	pc	142		
7	Kabataang QCitizens Awards Promotional Materials Tarpaulin with Pull-up Banner/ Roll-up Banner size 6.5ft (length) x 2.75ft (width) Portrait	pc	9		
8	<p><b>Token for Kabataang QCitizens Awards</b> (Mugs, Planner, ballpen, tote bag, hygiene kit (customized))</p> <p><b>MUGS (CUSTOMIZED)</b>  Style: ceramic mug  Color: Black and white  Weight: 300 ml  Dimension: 8 cm x 9.5 cm  Capacity: Holds 11 oz. of liquid</p> <p><b>PLANNER (CUSTOMIZED)</b>  Cover Material: Leather with Logo  Style: Garter to close  Product Size: 14x10.5cm (A6)  inner Pages: 144 sheets/ 288 pages  Color: Black, White  Function of inner pages: Calendar, monthly planner, daily diary &amp; check list, square grid pages, blank pages</p> <p><b>BALLPEN (CUSTOMIZED)</b>  Style: Metal-look finish sign pens  Color: Black, white  Point size: 0.4  one side print</p> <p><b>TOTE BAG (CUSTOMIZED)</b>  Style: Customized Tote bag with zipper  Color: Black and white  Size: app.31.5x27cm/12.40x10.63in  Materials: Canvas</p> <p><b>HYGIENE KIT COMPONENTS</b></p> <p><b>ALCOHOL</b>  - Isopropyl  -With moisturizer  -70% solution  -50ml  -Spray bottle</p> <p><b>FACIAL TISSUE</b>  -100 sheets 50 pulls  -2ply tissue  -200 mm x 150 mm  -Travel Pack</p> <p><b>FACE AND BODY WIPES</b>  -Antibacterial  -With moisturizer  -10 to 20 pulls/sheets</p> <p><b>FACE MASK</b>  -2ply  -Neoprene fabric  -N95 style  -Sublimation print</p>	Set	250		

	<b>PLASTIC POUCH HYGIENE KIT WITH ZIPPER</b> - Clear/Transparent - 17 x 12 x 6 cm / 6.69 x 5.12 x 2.36 inches (length x height x width) - PVC - As long as alcohol, facial tissue, cleansing wipes, and face mask must fit inside the plastic pouch.				
9	<b>Special Paper for Kabataang QCitizens Awards</b> - A4 - 80gsm - Color vanilla <b>Certificate Holder</b> - A4 - With 2 hangers - Color royal blue	set	250		
10	<b>Plaque</b> - Bulb shaped - Glass type - 150x40x199mm - Embroidered outline Inno-Hub logo. Transparent. White lines only. Bulb- 2 dimensional.	piece	24		
11	<b>Plaque</b> - Star shaped crystal - Glass type - 150x40x199mm - Customized	piece	20		
<b>TOTAL</b>					

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

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

# COST DERIVATION

PROJECT NAME: PROCUREMENT OF TOKENS AND OTHERS

PROJECT NO. QCYDO-22-TA-1034

## For Item No. 8

### TOKENS FOR KABATAANG QCITIZENS AWARDS

	Unit of Issue	Quantity	Unit Cost
1) <b>Mugs</b> Style: ceramic mug Color: Black and white Weight: 300 ml Dimension: 8 cm x 9.5 cm Capacity: Holds 11 oz. of liquid	Piece	1	_____
2) <b>Planner</b> Cover Material: Leather with Logo, Style: Garter to close Product Size: 14x10.5cm (A6) inner Pages: 144 sheets/ 288 pages, Color: Black, White Function of inner pages: Calendar, monthly planner, daily diary & check list, square grid pages, blank pages	Piece	1	_____
3) <b>Ballpen</b> Style: Metal-look finish sign pens Color: Black, white Point size: 0.4 one side print	Piece	1	_____
4) <b>Tote bag</b> Style: Customized Tote bag with zipper, Color: Black and white Size: app.31.5x27cm/12.40x10.63 inches, Material: Canvas	Piece	1	_____
5) <b>Alcohol</b> Isopropyl, with moisturizer, 70% solution, 50ml, spray bottle	Piece	1	_____
6) <b>FACIAL TISSUE</b> 100 sheets 50 pulls, 2ply tissue, 200 mm x 150 mm, Travel Pack	Piece	1	_____
7) <b>FACE AND BODY WIPES</b> Antibacterial, with moisturizer, 10 to 20 pulls/sheets	Piece	1	_____
8) <b>FACE MASK</b> 2ply, Neoprene fabric, N95 style, Sublimation print	Piece	1	_____

**9) PLASTIC POUCH HYGIENE  
KIT WITH ZIPPER**

Piece

1

\_\_\_\_\_

Clear/Transparent, 17 x 12 x 6 cm  
/ 6.69 x 5.12 x 2.36 inches (length  
x height x width), PVC, as long  
as alcohol, facial tissue, cleansing  
wipes, and face mask must fit  
inside the plastic pouch.

**TOTAL**

\_\_\_\_\_

**TOTAL BID AMOUNT (250 sets):**

\_\_\_\_\_

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

# COST DERIVATION

PROJECT NAME: PROCUREMENT OF TOKENS AND OTHERS  
PROJECT NO. QCYDO-22-TA-1034

**For Item No. 3**

## TOKENS FOR INNO HUB

	Unit of Issue	Quantity	Unit Cost
<b>1) Mugs</b> Style: ceramic mug Color: Black and white Weight: 300 ml Dimension: 8 cm x 9.5 cm Capacity: Holds 11 oz. of liquid	Piece	1	_____
<b>2) Planner</b> Cover Material: Leather with Logo, Style: Garter to close Product Size: 14x10.5cm (A6) inner Pages: 144 sheets/ 288 pages, Color: Black, White Function of inner pages: Calendar, monthly planner, daily diary & check list, square grid pages, blank pages	Piece	1	_____
<b>3) Ballpen</b> Style: Metal-look finish sign pens Color: Black, white Point size: 0.4 one side print	Piece	1	_____
<b>4) Tote bag</b> Style: Customized Tote bag with zipper, Color: Black and white Size: app.31.5x27cm/12.40x10.63 inches, Material: Canvas	Piece	1	_____
<b>5) Alcohol</b> Isopropyl, with moisturizer, 70% solution, 50ml, spray bottle	Piece	1	_____
<b>6) FACIAL TISSUE</b> 100 sheets 50 pulls, 2ply tissue, 200 mm x 150 mm, Travel Pack	Piece	1	_____
<b>7) FACE AND BODY WIPES</b> Antibacterial, with moisturizer, 10 to 20 pulls/sheets	Piece	1	_____
<b>8) DISPOSABLE SURGICAL FACE MASK</b> 3ply, Color blue	Piece	1	_____

<p><b>9) BATH SOAP</b> 60 grams, Sachet pack</p>	<p>Pack</p>	<p>1</p>	<p>_____</p>
<p><b>10) PLASTIC POUCH HYGIENE KIT WITH ZIPPER</b> Clear/Transparent, 17 x 12 x 6 cm / 6.69 x 5.12 x 2.36 inches (length x height x width), PVC, as long as alcohol, facial tissue, cleansing wipes, and face mask must fit inside the plastic pouch.</p>	<p>Piece</p>	<p>1</p>	<p>_____</p>

**TOTAL** \_\_\_\_\_

**TOTAL BID AMOUNT (250 sets):** \_\_\_\_\_

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

# COST DERIVATION

PROJECT NAME: PROCUREMENT OF TOKENS AND OTHERS

PROJECT NO. QCYDO-22-TA-1034

For Item No. 9

## SPECIAL PAPER FOR KABATAANG QCITIZENS AWARDS

	Unit of Issue	Quantity	Unit Cost
1) <b>Special Paper</b> A4 80gsm Color vanilla	Piece	1	_____
2) <b>Certificate Holder</b> A4 With 2 hangers Color royal blue	Piece	1	_____
		<b>TOTAL</b>	_____
<b>TOTAL BID AMOUNT (250 sets):</b>			_____

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

# COST DERIVATION

PROJECT NAME: PROCUREMENT OF TOKENS AND OTHERS  
PROJECT NO. QCYDO-22-TA-1034

**For Item No. 4**

**SPECIAL PAPER FOR INNO-HUB**

	<b>Unit of Issue</b>	<b>Quantity</b>	<b>Unit Cost</b>
<b>1) Special Paper</b> A4 80gsm Color vanilla	Piece	1	_____
<b>2) Certificate Holder</b> A4 With 2 hangers Color red	Piece	1	_____
		<b>TOTAL</b>	_____
<b>TOTAL BID AMOUNT (250 sets):</b>			_____

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_