



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1**

DATE : NOVEMBER 14, 2023

PROJECT NO. : QCU-23-PS2-1485

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : PRINTING OF ANNUAL REPORT AND OTHERS

Approved Budget of
the Contract : Php1,842,150.00

End-User /
Implementing Office : QUEZON CITY UNIVERSITY

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 **NOVEMBER 17, 2023; 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 (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (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.) MA. MARGARITA T. SANTOS, DPA
Chairperson, BAC- Goods and Services

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	Research Manual <ul style="list-style-type: none">• Page Size: 6 inches x 8.5 inches• No. of Pages: 150 (est)• Paper Inside: Book #60 80gsm• Paper Cover: Foldcote #15 250gsm• Cover Finish: Matte Lamination• Print: Full Color• Finish: Soft Bound	copy	50		
2	Academic Research Guide <ul style="list-style-type: none">• Page Size: 6 inches x 8.5 inches• No. of Pages: 150 (est)• Paper Inside: Book #60 80gsm• Paper Cover: Foldcote #15 250gsm• Cover Finish: Matte Lamination• Print: Full Color• Finish: Soft Bound	copy	50		
3	QCU Research Journal (QCU LAMP: JOURNAL OF EDUCATION) <ul style="list-style-type: none">• Page Size: A4• No. of Pages: 150 (est)• Paper Inside: C2S #80 100gsm• Paper Cover: C2S #200 300gsm• Print: Full Color• Finish: Soft Bound (RTC/Book A Like)	copy	60		
4	QCU Research Journal (QCU GAVEL JOURNAL OF SOCIAL SCIENCES) <ul style="list-style-type: none">• Page Size: A4• No. of Pages: 120 (est)• Paper Inside: C2S #80 100gsm• Paper Cover: C2S #200 300gsm• Print: Full Color• Finish: Soft Bound (RTC/Book A Like)	copy	60		

5	QCU Research Journal (QCU STAR JOURNAL OF SCIENCE AND TECHNOLOGY) <ul style="list-style-type: none"> • Page Size: A4 • No. of Pages: 120 (est) • Paper Inside: C2S #80 100gsm • Paper Cover: C2S #200 300gsm • Print: Full Color • Finish: Soft Bound (RTC/Book A Like) 	copy	60		
6	QCU Research Monograph 2023 Volume 2, Series 1 <ul style="list-style-type: none"> • Page Size: A4 • No. of Pages: 70 (est) • Paper Inside: Book #60 80gsm • Paper Cover: Foldcote #15 250gsm • Cover Finish: Matte Lamination • Print: Full Color • Finish: Saddle Stitch (Staple) 	copy	50		
7	QCU Research Monograph 2023 Volume 2, Series 2 <ul style="list-style-type: none"> • Page Size: A4 • No. of Pages: 70 (est) • Paper Inside: Book #60 80gsm • Paper Cover: Foldcote #15 250gsm • Cover Finish: Matte Lamination • Print: Full Color • Finish: Saddle Stitch (Staple) 	copy	50		
8	Extension Manual Revision for 2023 <ul style="list-style-type: none"> • Page Size: 6 inches x 8.5 inches • No. of Pages: 120 (est) • Paper Inside: Book #60 80gsm • Paper Cover: Foldcote #15 250gsm • Cover Finish: Matte Lamination • Print: Full Color • Finish: Soft Bound 	copy	50		
9	Intellectual Property (IP) Policy Manual <ul style="list-style-type: none"> • Page Size: A4 • No. of Pages: 75 (est) • Paper Inside: Book #60 80gsm • Paper Cover: Foldcote #15 250gsm • Cover Finish: Matte Lamination • Print: Full Color • Finish: Saddle Stitch (Staple) 	copy	50		
10	Pocket Folder <ul style="list-style-type: none"> • Size: to fit A4 Size paper; approx. 8.75 inches x 11.5 inches • Paper: Foldcote #15 250gsm • Print: Full Color 1 Side • Finish: Gloss Lamination • Finish: Die Cut with 2 Pockets 	copy	500		
11	Leather Notebook A5 <ul style="list-style-type: none"> • Page Size: A5 • No. of Pages: 100 • Paper Inside: Book #50 80gsm • Print Cover: Full Color, Customized, UV Printed Logo 	copy	600		

	<ul style="list-style-type: none"> • Print (Pages): Lined (with footer logo/design print) • Finish: PU Softbound Leatherette Cover with ribbon bookmark; and Customized, UV Printed Logo 				
12	Notepads (1/4 Letter Size) <ul style="list-style-type: none"> • Size: 4.25 inches x 5.5 inches • Paper: Book #60 80gsm • Print: Full Color 1 Side • Finish: Glue Padded with cover overlapping the binding of the short edge/side to the chipboard back • 100 sheets/pad 	copy	500		
13	Research Agenda (Brochure) <ul style="list-style-type: none"> • Size: 9.25 inches x 16 inches • Print: Full Color 2 Sides • Finish: 4-Fold • Paper: C2S #100 125gsm 	copy	300		
14	QCU GAD Brochure <ul style="list-style-type: none"> • Size: 9.25 inches x 16 inches • Print: Full Color 2 Sides • Finish: 4-Fold • Paper: C2S #100 125gsm 	copy	300		
15	Extension Agenda (Brochure) <ul style="list-style-type: none"> • Size: 9.25 inches x 16 inches • Print: Full Color 2 Sides • Finish: 4-Fold • Paper: C2S #100 125gsm 	copy	500		
16	QCU S.M.I.L.E. (Brochure) <ul style="list-style-type: none"> • Size: 9.25 inches x 16 inches • Print: Full Color 2 Sides • Finish: 4-Fold • Paper: C2S #100 125gsm 	copy	500		
17	QCU Brochure <ul style="list-style-type: none"> • Size: 9.25 inches x 16 inches • Print: Full Color 2 Sides • Finish: 4-Fold • Paper: C2S #100 125gsm 	copy	1,000		
18	Annual Report <ul style="list-style-type: none"> • Page Size: A4 • No. of Pages: 100 (est) • Paper Inside: C2S #80 100gsm • Paper Cover: C2S #200 300gsm • Print: Full Color • Finish: Soft bound 	copy	200		
19	Faculty Research Colloquium (FRC) Book of Abstract (Volume 1) <ul style="list-style-type: none"> • Page Size: A4 • No. of Pages: 80 (est) • Paper Inside: C2S #80 100gsm • Paper Cover: C2S #200 300gsm • Print: Full Color • Finish: Saddle Stitch (Staple) 	copy	100		
20	Faculty Research Colloquium (FRC) Book of Abstract (Volume 2) <ul style="list-style-type: none"> • Page Size: A4 • No. of Pages: 80 (est) • Paper Inside: C2S #80 100gsm 	copy	100		

	<ul style="list-style-type: none">• Paper Cover: C2S #200 300gsm• Print: Full Color• Finish: Saddle Stitch (Staple)				
21	QCU Institutional Development Plan <ul style="list-style-type: none">• Page Size: A4• No. of Pages: 300 (est)• Paper Inside: C2S #80 100gsm• Paper Cover: C2S #200 300gsm• Print: Full Color• Finish: Soft Bound	copy	150		
22	QCU Action Plan 2022 <ul style="list-style-type: none">• Page Size: A4• No. of Pages: 50 (est)• Paper Inside: C2S #80 100gsm• Paper Cover: C2S #200 300gsm• Print: Full Color• Finish: Soft Bound	copy	50		
23	QCU Mid-Year Assessment Plan <ul style="list-style-type: none">• Page Size: A4• No. of Pages: 80 (est)• Paper Inside: C2S #80 100gsm• Paper Cover: C2S #200 300gsm• Print: Full Color• Finish: Soft Bound	copy	50		
TOTAL:					

Amount in Words: _____

Delivery Period : **Fifteen (15) Calendar Days**
Warranty : _____

Signature over Printed Name

Office Telephone No./Fax/Mobile No.

Date

Email Address