



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : NOVEMBER 14, 2023

PROJECT NO. : SDO-23-BMOP-0948

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Project Title : PROCUREMENT OF LIFE SKILLS WORKBOOKS

Approved Budget of  
the Contract : Php4,800,000.00

End-User /  
Implementing Office : SCHOOLS DIVISION 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 **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	<p><b>LIFE SKILLS WORKBOOKS</b> 4 books/set (1st to 4th quarter)</p> <p><b>Life Skills Workbook (1st Quarter)</b> size: A4 Pages: 175 Cover: Foldcote 12 inside: book 60 Printing: cover-colored inside-black with some pages colored Printing: cover-colored Binding: perfect Author: Aurora B. Dela Cruz ISBN 978-621-8322-46-2</p> <p><b>Life Skills Workbook (2nd Quarter)</b> size: A4 Pages: 116 Cover: Foldcote 12 inside: book 60 Printing: cover-colored inside-black with some pages colored Printing: cover-colored Binding: perfect Author: Aurora B. Dela Cruz ISBN 978-621-8322-47-9</p> <p><b>Life Skills Workbook (3rd Quarter)</b> size: A4 Pages: 148 Cover: Foldcote 12 inside: book 60 Printing: cover-colored inside-black with some pages colored Printing: cover-colored Binding: perfect Author: Aurora B. Dela Cruz ISBN 978-621-8322-44-8</p> <p><b>Life Skills Workbook (4th Quarter)</b> size: A4 Pages: 182 Cover: Foldcote 12 inside: book 60 Printing: cover-colored</p>	set	8,000		

	inside-black with some pages colored Printing: cover-colored Binding: perfect Author: Aurora B. Dela Cruz ISBN 978-621-8322-45-5				
TOTAL:					

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

**OTHER REQUIREMENTS:**

- Copy of Certificate of Copyright Registration.
- Copy of Authority to sell from the Publisher (if not the copyright owner).
- Copy of Certificate of Registration from the National Book Development Board.

Delivery Period : Upon issuance of Notice to Proceed until  
December 31, 2023

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

\_\_\_\_\_  
Signature over Printed Name

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

\_\_\_\_\_  
Date

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