



REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : APRIL 23, 2024 ✓  
Project  
No. : QCU-24-EMS-0499B ✓

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF VARIOUS EDUCATIONAL MATERIALS  
Approved Budget of  
the Contract : P 340,600.00  
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 **APRIL 26, 2024, 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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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**.

**NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope. ✓**

  
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	<b>TWO COLORED COUNTERS</b> Best for working on addition skill; Are batteries required: No; Required Assembly: Yes; Item Dimensions: 5.4 inches x 6.4 inches x 0.8 inches; Number of Pieces: 200	set	25		
2	<b>ALPHABET DICE</b> Uppercase and Lowercase Letters - Full Set of 12 Foam Pieces - 1.5 Inch Each - Teacher and Classroom Education Supplies; Build a strong foundation for learning with these Alphabet Dice In bright red and blue These dice feature both uppercase and lowercase letters of the alphabet Red dice are vowels and blue dice are consonants Foam 1 ½ inches x 1 ½ inches x 1 ½ inches OTC	set	25		
3	<b>PLAYING CARDS (JUMBO CARD GAME)</b> Best for building number sense. Regular size playing cards are fun, but jumbo-sized cards make for a great whole-class display and the kids love them too; Durable jumbo playing cards measure 5 inches x 7 ¼ inches; Includes 52 standard poker cards and 2 jokers	set	25		
4	<b>DICE</b> Best for center games, counting, adding, and a whole other list of uses; Length: 4.57cm; Width: 7.62cm; Height: 17.53cm	set	25		
5	<b>PATTERN BLOCK</b> They come in six colors and shapes -- yellow hexagon, green triangle, blue diamond-shaped rhombus, red trapezoid, orange square, and a smaller beige rhombus; 158 Pieces Wooden Pattern Blocks Set Geometric Shape Puzzle Kindergarten Preschool Classic Educational Montessori Tangram Toys for Kids Ages 4+ with 24 Pcs Design Cards Product details of 158 Pieces Wooden Pattern Blocks Set Geometric Shape Puzzle Kindergarten Preschool Classic Educational Montessori Tangram Toddler Toys for Kids Ages 3+ with 24 Pcs Design Cards About this item FUN AND CREATIVE: Wooden Pattern Blocks is a fun and creative way for your kids to explore shapes and symmetry. Include 158 pieces of different color blocks, create different forms of animals, bugs, birds and things	set	25		

*Handwritten signature/initials*

	<p><b>SAFE MATERIAL:</b> All the pieces are well sanded and painted. It is made of durable wood and non-toxic paints material</p> <p><b>MULTIFUNCTION LEARNING TOY:</b> Build early shape, color, and number recognition skills, it can inspire children's imagination as well as promote their physical and intellectual development; 24pcs CARDS 155 total shapes</p> <p>15 hexagon 20 trapezoid 30 rhombus 31 diamond 30 square 29 triangle</p>				
6	<p><b>SNAP BLOCKS</b></p> <p>Consist of interlocking blocks or cubes. The cubes come in ten colors and connect on all six sides. Set of 100, 2cm Linking Blocks</p>	set	25		
7	<p><b>SNAP BLOCK CENTER: COLOR AND NUMBER WORDS</b></p> <p>Consist of interlocking blocks or cubes. The cubes come in ten colors and connect on all six sides. Set of 100, 2cm Linking Blocks; with printed numbers</p>	set	25		
8	<p><b>ALPHABET ACTIVITIES SNAP BLOCK LETTERS</b></p> <p>Consist of interlocking blocks or cubes. The cubes come in ten colors and connect on all six sides; Set of 100, 2cm Linking Blocks; with printed letters of the alphabet</p>	set	25		
9	<p><b>NUMBERS 0-20</b></p> <p>Consist of interlocking blocks or cubes. The cubes come in ten colors and connect on all six sides; Set of 100, 2cm Linking Blocks; with printed numbers from 0-20</p>	set	25		
10	<p><b>NUMBER POEMS AND SNAP CUBE</b></p> <p>Consist of interlocking blocks or cubes. The cubes come in ten colors and connect on all six sides.</p> <p>Maximum Weight: 700 Grams</p> <p>Educational Objective(s): Counting Skills, Dexterity, Math Skills, Sorting Skills, Imagination Development, STEM</p> <p>Number of Game Players: 1</p> <p>Assembly Required: No</p> <p>Material Type(s): Plastic</p> <p>Colour: Multicolor</p> <p>Product Dimensions: 8 cm x 8 cm x 22 cm</p>	set	25		
11	<p><b>LETTER STAMPS</b></p> <p>They have larger easy-to-grasp handles. They are both upper- and lower-case stamps. They also contain a few punctuation marks. Educational Insights Alphabet Rubber Stamps - Lowercase 5/8 inch, Set of 26 Letters and 4 Punctuation Marks: Perfect for Homeschool &amp; Classroom, Ages 4+</p> <p>Size: 5/8 inch</p> <p>Material: Plastic</p> <p>Shape: Square</p> <p>Product Dimensions: 6.7 inches L x 4.3 inches W x 1.2 inches H</p>	set	25		
12	<p><b>MAGNETIC NUMBERS AND LETTERS</b></p> <p>Magnetic numbers and letters are great for hands on learning. Children can feel and see the shapes at the same time. This helps them internalize the shapes and build muscle memory. Magnetic Letters Numbers Alphabet ABC Colorful 123 Refrigerator Fridge Magnets for Vocabulary Educational Toy Set Preschool Learning Spelling Counting Game Uppercase Lowercase for Kids Age 3+; Color: Green, blue, orange, red and yellow</p> <p>Material: Environmental Protection Plastic Material</p> <p>Quantity: 78 pieces</p> <p>Bucket Size: 5.35 inches x 3.86 inches</p> <p>Weight (Letters+Numbers+Bucket): about 6.8 oz</p>	set	25		

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PR 15

13	<b>MINI ERASERS</b> Mini erasers are small, rubber erasers. Color: Multicolor; Material: Rubber; Item Dimensions LxWxH: 6.3 inches x 4.72 inches x 0.67 inches; Recommended Uses For Product: Classroom, Pencil; Shape: Animal; Number of Pieces: 150	set	25		
14	<b>JUMBO TWEEZERS</b> They can be used as manipulatives or other small objects. They are great for building fine motor skills by developing the thumb-forefinger pincer grasp. Jumbo Tweezers - Set of 12 - For Ages 18m+ - 6 Colors - Plastic Toddler and Pre-School Tweezers - Develop Strength and Coordination for Children with Special Needs; Material: Plastic; Color: Multicolor; Item Dimensions LxWxH: 7.48 inches x 9.45 inches x 1 inch; Style: modern	set	25		
15	<b>LACING JUMBO BEADS</b> For fine motor therapy; For 2 years old and above (with adult supervision) Different colors and different shapes of beads, Ranging from 28 to 30 pcs of Beads per pack, Encourage fine motor skills as your child practices inserting the string through the hole of each bead; Develops color, shape, pattern recognition Teach number recognition, number concept, and number sequencing Includes different colored beads with different shapes Size of each bead ranges from 2-2.5 cm (depending on the shape)	set	25		
Total Quoted Amount					

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

\_\_\_\_\_

Delivery Period : Thirty (30) Calendar Days

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

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

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

\_\_\_\_\_  
Date

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