



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC – Goods and Services  
2<sup>nd</sup> floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



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

DATE : JUNE 10, 2024

PROJECT NO. : QCCCD-24-BMOP-0684D

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF DEVELOPMENTAL ASSESSMENT TOOLS  
Approved Budget of the Contract : P 839,952.33  
End-User / Implementing Office : QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES

BREAKDOWN OF THE APPROVED BUDGET FOR THE CONTRACT	
Item nos. 1 - 24	P 811,553.20
Item nos. 25 - 27	P 28,399.13

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 **JUNE 14, 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

QCG.PD.TSD.F.07

**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	(Griffiths III) Griffiths Scales of Child Development, 3rd Edition Includes Part I Manual: Overview, Development and Psychometric Properties; Part II Manual: Administration and Scoring; Part III Manual: Norms; 10 Record Books with Analysis Sheets; 10 Drawing Booklets; Stimulus Items, including Quiet Book; access code to Part 1 Griffiths III e-Learning Module for one user	SET	1		
2	Brigance Inventory of Early Development, author: Dr. Jana Sander, Publisher name: Springer, Boston, MA, Type: Manual	SET	1		
3	Vineland Adaptive Behavior Scales Age range: Birth-90; Administration: Online using Q-global, and paper and pencil; Forms: Birth-90 years old: Interview and Parent/Caregiver Form. 3-21 years old: Teacher Form ; Scoring options: Q-global and Manual Scoring	SET	1		
4	Beery-Buktenica Developmental Test of Visual-Motor Integration   Sixth Edition; Complete Kit (Print); Includes Manual (Print), 10 full forms (Print), 10 short forms (Print), 10 visual perception forms (Print), 10 motor coordination forms (Print)	SET	1		
5	(TVPS-4) Test of Visual Perceptual Skills 4th Edition; by: Nancy A. Martin, PhD, Kits & Manuals; Includes Record Forms (pack of 25), Test Plates, and Manual	SET	1		
6	Peabody Developmental Motor Scale (PDMS-2); includes the following materials that are required to administer the test: Examiner's Manual, The Guide to Item Administration, Motor Activities Program Book, Profile / Summary Form, Examiner's Record Booklet, Test Manipulatives Document, Peabody Motor Development Chart	SET	1		
7	Erhardt Developmental Prehension Assessment (EDPA); available in CD format, for printing of unlimited copies for educational or clinical purposes	PIECE	1		
8	Preschool Language Scales   Fifth Edition; PLS-5 Complete Kit with Manipulatives (Print), Includes Examiner's Manual (Print), Picture Manual (Print), Administration/Scoring Manual (Print), 25 Home Communication Questionnaires (Print), 15 Record Forms (Print), Manipulatives (2 rattles, 3 cups, bowls, 3 spoons, washcloth, 2 Cars for ages 3+, ball, 2 windup toys, squeaky duck, plastic bear, 2 cars for ages 6 months+, comb, box of eight crayons, pitcher, 2 children's books, opaque box with lid, 8 blocks). Kit does not include bubbles with wand, sheet of paper, metal keys on a ring, watch with a second hand or sealable plastic bags, By: Irla Lee Zimmerman, PhD, Violette G. Steiner, BS, Roberta Evatt Pond, MA	SET	1		
9	Clinical Evaluation of Language Fundamentals   Fifth Edition; CELF-5 Complete Kit with Case/ CELF-5 Screening Complete Kit (Print), by: Elisabeth H. Wiig, PhD, Eleanor Semel, EdD, Wayne A. Secord, PhD, includes examiner's manual (print), technical manual (print), 2 stimulus books (print), 15 record form 1 (print), 15 record form 2 (print), 10 reading and writing supplement 2 (print), 50 ORS forms (print), luggage tag	SET	1		
10	Photo Articulation Test-Third Edition (PAT-3); Complete PAT-3 Kit includes: Examiner's Manual, Photo Album Picture Book, Picture Card Deck, and 50 Summary/Response Forms, all in a sturdy storage box. Barbara A. Lippke, Stanley E. Dickey, John W. Selmar, Anton L. Soder, format: kit, weight: 3lbs, 8oz	SET	1		

*Handwritten signature/initials*

11	Handbook for Using the Self-Directed Search, integrating RIASEC and CIP theories in practice, Robert C. Reardon, PhD, and Janet G. Lenz, PhD, 238 pages (2015)	PIECE	1		
12	Unstuck and On Target: An Executive Function Curriculum to Improve Flexibility and Goal Directed Behavior, by: Lynn Cannon M.Ed, Dr. Lauren Kenworthy Ph.D, Katie Alexander "M.S. OTR", & 2 more, publisher: Brookes Publishing, edition: Pap/ Cdr, publication date: August 30, 2011	PIECE	1		
13	Integrating RTI with Cognitive Neuropsychology: A Scientific Approach for Reading, Steven G. Feifer, Ded, and Douglas A. Della Toffalo, Phd, format: book, qualification level: B, publisher: School Neuropsych Press; first edition (January 1, 2007), language: English, paperback: 240 pages, ISBN-10: 0970333730, ISBN-13: 978-0970333735	PIECE	1		
14	Stanford-Binet Intelligence Scale, Fifth (5th) Edition, by: Gale H. Roid, PhD, format: 10 individually administered subtests, many involving manipulatives	KIT	1		
15	Behavior Rating Inventory of Executive Function - 2nd Edition, Gerard A. Gioia, PhD, Peter K. Isquith, PhD, Steven C. Guy, PhD, and Lauren Kenworthy, PhD, format: paper and pencil, online administration and scoring via PARIConnect, E-manual, purpose: screens for impairment of executive function in children and adolescents ages 5-18years (parent and teacher forms) and ages 11-18 years (self-report form)	PIECE	1		
16	Koppitz Developmental Scoring System for the Bender Gestalt Test - 2nd Edition, Cecil R. Reynolds, PhD, purpose: measures visual-motor integration skills, format: paper and pencil	PIECE	1		
17	Emotional Disturbance Decision Tree, Bryan L. Euler, PhD, format: paper and pencil, online administration and scoring via PARIConnect, E-manual	PIECE	1		
18	Developmental Profile 4, by: Gerald D. Alpern, PhD, format: parent/ caregiver interview, parent/ caregiver checklist, teacher checklist, and clinician rating, publish date: 2020	PIECE	1		
19	ASEBA-PC Child Behavior Checklist, Teacher's Report Form and Youth Self Report, Thomas M. Achenbach, PhD, and Leslie A. Rescorla, PhD, Format: Paper and pencil, Software CBCL School-Age Scoring Module Kit-CD-ROM includes CBCL/TRF/ YSR Scoring Module with Multicultural Options and 2007 Scales, School-Age Manual, Multicultural Supplement for School-Age Manual, 50 Child Behavior Checklists and 50 Teacher's Report Forms for Ages 6-18 Years, and 50 Youth Self-Report Forms for Ages 11-18 Years	PIECE	1		
20	Trauma Symptom Checklist for Young Children, by: John Briere, PhD, format: paper and pencil, online administration and scoring via PARIConnect, TSCYC introductory kit includes TSCYC professional manual, 25 item booklets, 25 hand-scorable answer sheets, 25 profile forms-male & female ages 3-4 years, 25 profile forms-male & female ages 5-9 years, and 25 profiles forms-male & female ages 10-12 years	PIECE	1		
21	Trauma Symptom Checklist for Children, by: John Briere, PhD, format: paper and pencil, online administration and scoring via PARIConnect, TSCYC introductory kit includes TSCYC professional manual, 25 test booklets, and 25 male and 25 female profile forms	PIECE	1		
22	Clinical Assessment of Behavior, Bruce A. Bracken, PhD, and Lori K. Keith, PhD, Format: Paper and pencil, Online administration and scoring via PARIConnect, E-Manual includes CAB Professional e-Manual, 25 CAB i-Admins, 25 CAB Score Reports, 25 CAB-PX i-Admins, and 25 CAB-PX Score Reports. e-Manuals and e-Stimulus Books are limited to a single user and device	PIECE	1		
23	Vocational Preference Inventory, by: John L. Holland, PhD, purpose: assess career interests, format: paper and pencil, VPI introductory kit includes VPI manual and 50 test booklet/ answer sheet/ profile combinations	PIECE	1		
24	Wiesen Test of Mechanical Aptitud – PAR edition, by: Joel P. Wiesen, PhD, purpose: assess mechanical aptitude, format: paper and pencil, WTMA introductory kit includes WTMA professional manual, 10 reusable item booklets, 25 answer sheets, and 1 scoring key	PIECE	1		
25	(TVPS-4) Test of Visual Perceptual Skills 4th Edition; TVPS-4 Record Form (Pack of 25)	PACK	1		
26	(TVPS-4) Test of Visual Perceptual Skills 4th Edition; TVPS-4 Test Plates	PIECE	1		
27	Erhardt Developmental Prehension Assessment (EDPA)	SET	1		
				<b>TOTAL</b>	

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

**Other Requirements:**

- Copy of Certificate of Copyright Registration (for local books only)
- 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 : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

*[Handwritten signature]*