



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : JUNE 10, 2024

PROJECT NO. : QCPC-24-BMOP-0839D

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS ASSESSMENT BOOKS
Approved Budget of the Contract : P 325,224.90
End-User / Implementing Office : QUEZON CITY PROTECTION CENTER

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

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	Clinical Assessment of Depression (CAD) (8 to 79 y.o.) 25 Rating Forms, and 25 Score Summary/Profile Forms by Bruce A. Bracken, PhD and Karen Howell, PhD	PIECE	6		
2	PTSD and Suicide Screener (PSS) (18 to 99 y.o.) 25 Answer Sheets by John Briere, PhD	PIECE	6		
3	Draw-A-Person: Intellectual Ability Test (DAP:IQ) (4 to 89 y.o.) 50 Administration/Scoring Forms by Cecil R. Reynolds and Julia A. Nickman	PIECE	6		
4	Hand Test (5 y.o. and up) 25 Scoring Booklets; 1 Set of Picture Cards; Interpreting Child and Adolescent Responses by Edwin E. Wagner, PhD and Howard M. Knoff, PhD	PIECE	6		
5	Bender Motor Gestalt Test II (6 to 85 y.o.) , 25 Test Records, 25 motor test records, 25 perception test booklets by Gray G. Brannigan and Scott L. Decker	PIECE	6		
6	House-Tree-Person and Draw-A-Person as Measurement of Abuse in Children: Quantitative Scoring (7-11 y.o.) H-T-P/D-A-P as Measures of Abuse in Children: A Quantitative Scoring System and 25 Scoring Booklets, Valerie Van Hutton, includes bibliographical reference, ISBN: 0-911907-17-3	PIECE	6		
				TOTAL	

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 marks and signature