



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

DATE : JUNE 10, 2024  
 Project  
 No. : QCU-24-LSE-0773C

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Project Title : PROCUREMENT OF VARIOUS LABORATORY SUPPLIES  
 Approved Budget of  
 the Contract : P 443,644.00  
 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 **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

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**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
	<b>ACADEMIC PROGRAM</b>				
	<b>LAB 5 SUPPLIES</b>				
1	<b>Ammonium Hydroxide</b> *liquid *for laboratory experiments, 2.5 liters/bottle	bottle	1		
2	<b>Potassium Chloride</b> *powder, technical grade *for laboratory experiments	kilo	5		
3	<b>Borax Powder</b> *powder *for laboratory experiments	kilo	5		
4	<b>Iron Fillings</b> *powder *for laboratory experiments, 500g/bottle	bottle	1		
5	<b>Magnesium Ribbon</b> *ordinary	roll	5		
6	<b>Sodium Hydroxide</b> *flakes * for laboratory experiments, TG	kilo	5		
7	<b>Phenolphthalein Indicator</b> *solution *for laboratory experiments, 500ml/bottle	bottle	1		
8	<b>Barium Chloride</b> *powder *for laboratory experiments, 500g/bottle	bottle	1		
9	<b>Litmus Paper</b> *red *for laboratory experiments	pack	10		
10	<b>Litmus Paper</b> *blue *for laboratory experiments	pack	10		
11	<b>Methyl Orange</b> *powder *for laboratory experiments, 25g/bottle	bottle	1		
12	<b>Bromothymol Blue</b> *powder *for laboratory experiments, 5g/bottle	bottle	2		
13	<b>Ammonia</b> *liquid *for laboratory experiments, 30%, 2.5 liters/bottle	bottle	1		
14	<b>Copper Sulfate</b> *powder, technical grade *for laboratory experiments	kilo	2		

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15	<b>Methyl Blue</b> *liquid *for laboratory experiments, 500ml/bottle	bottle	1		
16	<b>Acetic Acid</b> *liquid *for laboratory experiments, 2.5 liters/bottle	bottle	2		
	<b>LAB 6 SUPPLIES</b>				
17	<b>Acetic Acid (Glacial)</b> *liquid *for laboratory experiments, 2.5 liters/bottle	bottle	4		
18	<b>Ethyl Alcohol</b> *liquid, technical grade *for laboratory experiments, 95%	liter	4		
19	<b>Methyl Alcohol</b> *liquid *for laboratory experiments, TG	liter	4		
20	<b>Denatured Alcohol</b> *liquid *for laboratory experiments	gallon	3		
21	<b>Hydrogen Peroxide</b> *liquid *for laboratory experiments, 3%	liter	4		
22	<b>Iodine Crystal</b> *powder *for laboratory experiments, 500g	bottle	1		
23	<b>Medical-Kit</b> Emergency MedKit Box, First Aid Kit	piece	2		
24	<b>Hot/Cold Water Dispenser</b> With Hot and Cold Function	piece	1		
	<b>LAB 1 SUPPLIES</b>				
25	<b>Alcohol Lamp</b> *glass *for gently heating small to medium amounts of materials *designed for normal laboratory use *includes stopper, wick (127mm) and cap *capacity: 2oz. (60ml)	piece	3		
26	<b>Beaker</b> *50ml capacity *includes spout and white standard graduation on the back	piece	3		
27	<b>Beaker</b> *100ml capacity *includes spout and white standard graduation at the back	piece	3		
28	<b>Beaker</b> *250ml capacity *includes spout and white standard graduation at the back	piece	3		
29	<b>Beaker</b> *500ml capacity *includes spout and white standard graduation at the back	piece	3		
30	<b>Beaker</b> *1,000ml capacity *includes spout and white standard graduation at the back	piece	3		
31	<b>Burrete Acid</b> *glass *25ml capacity *with rubber tubing connection *glass bead and glass tip	piece	2		
32	<b>Burrete Base</b> *glass *25ml capacity *with rubber tubing connection *glass bead and glass tip	piece	2		

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33	<b>Condenser</b> *heat resistant *made from borosilicate glass	piece	2		
34	<b>Crucible Tong</b> *chrome plated	piece	3		
35	<b>Erlenmeyer Flask</b> *50ml capacity *made from borosilicate glass with bright and clean surface *consistent wall thickness and low coefficient of expansion	piece	3		
<b>LAB 2 SUPPLIES</b>					
36	<b>Replacement Belt</b> Replacement belt for the High Voltage Van de Graaff Generator	unit	1		
37	<b>Meter Stick</b> Wooden measuring stick (1 meter)	piece	5		
<b>LAB 3 SUPPLIES</b>					
38	<b>Erlenmeyer Flask</b> *125ml capacity *made from glass with bright and clean surface *consistent wall thickness and low coefficient of expansion	piece	3		
39	<b>Erlenmeyer Flask</b> *250ml capacity *made from glass with bright and clean surface *consistent wall thickness and low coefficient of expansion	piece	3		
40	<b>Erlenmeyer Flask</b> *500ml capacity *made from glass with bright and clean surface *consistent wall thickness and low coefficient of expansion	piece	3		
41	<b>Petri Dish</b> *glass *round *100mm x 15mm	piece	3		
42	<b>Evaporating Dish</b> *75mm *made of porcelain	piece	3		
43	<b>Evaporating Dish</b> *100mm *made of porcelain	piece	3		
44	<b>Distilling Flask</b> *made of glass *with side arm *250ml capacity	piece	3		
45	<b>Separatory Funnel</b> *250ml capacity *with glass stopper *glass stopcock	piece	2		
46	<b>Separatory Funnel</b> *500ml capacity *with glass stopper *PTFE stopcock	piece	2		
47	<b>Iron Clamp</b> *2.5 inches *made of iron	piece	3		
48	<b>Iron Ring</b> *4 inches (diameter) *made of iron	piece	3		
49	<b>Iron Stand</b> *24 inches tall *with metal base *made of iron	piece	3		
50	<b>Spot Plate</b> *porcelain *6 holes	piece	3		

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51	<b>Test Tube</b> *16mm x 150mm *borosilicate glass tubing *screw without rim neck *round bottom	piece	3		
52	<b>Test Tube</b> *18mm x 150mm *borosilicate glass tubing *screw without rim neck *round bottom	piece	3		
53	<b>Test Tube</b> *20mm x 150mm *borosilicate glass tubing *screw without rim neck *round bottom	piece	3		
54	<b>Test Tube Brush</b> *8 inches long	piece	3		
55	<b>Test Tube Holder</b> *6 inches *metal	piece	3		
56	<b>Test Tube Rack</b> *wooden *12 holes	piece	3		
57	<b>Tripod</b> *three legs *metal	piece	3		
58	<b>Watch Glass</b> *100mm *glass	piece	3		
59	<b>Watch Glass</b> *75mm *glass	piece	3		
	<b>LAB 4 SUPPLIES</b>				
60	<b>Horse Shoe Magnet</b> *common holding magnet size 3 inches	piece	3		
61	<b>Horse Shoe Magnet</b> *common holding magnet size 4 inches	piece	3		
62	<b>Horse Shoe Magnet</b> *common holding magnet size 5 inches	piece	3		
63	<b>Horse Shoe Magnet</b> *common holding magnet size 6 inches	piece	3		
64	<b>Spring Balance</b> *100grams capacity *pocket type *single spring	piece	3		
65	<b>Spring Balance</b> *200grams capacity *pocket type *single spring	piece	3		
66	<b>Spring Balance</b> *1,000grams capacity *pocket type *single spring	piece	3		
67	<b>Spring Balance</b> *2,000grams capacity *pocket type *single spring	piece	3		
68	<b>Spring Balance</b> *5,000grams capacity *pocket type *single spring	piece	3		
69	<b>Stirring Rod</b> *glass rod *6mm x 300mm	piece	3		
70	<b>Thermometer</b> *red liquid type for laboratory use *50 °C	piece	3		

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71	<b>Thermometer</b> *red liquid type for laboratory use *100 °C	piece	3		
72	<b>Graduated Cylinder</b> *50ml capacity *includes spout and white standard graduation on the back	piece	3		
73	<b>Graduated Cylinder</b> *100ml capacity *includes spout and white standard graduation at the back	piece	3		
74	<b>Graduated Cylinder</b> *250ml capacity *includes spout and white standard graduation at the back	piece	3		
75	<b>Graduated Cylinder</b> *500ml capacity *includes spout and white standard graduation at the back	piece	3		
76	<b>Graduated Cylinder</b> *1,000ml capacity *includes spout and white standard graduation at the back	piece	3		
77	<b>Triple Beam Balance</b> An instrument used to measure mass very precisely. Such devices typically have a reading error of +0.05 grams. Its name refers to its three beams, where the middle beam is the largest, the far beam of medium size and the front beam the smallest	piece	2		
78	<b>Specimen Jar</b> *glass jar *120mm x 180mm	piece	3		
79	<b>Dissecting Pan with Wax</b> *durable aluminum pan with white wax at the bottom *11.5 inches x 7.5 inches	piece	3		
80	<b>Dissecting Set</b> *basic, kit of 7's	set	3		
<b>Total Quoted Amount</b>					

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

Delivery Period : Forty-Five (45) Calendar Days

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

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

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

\_\_\_\_\_  
Date

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

*[Handwritten initials]*