



Republika ng Pilipinas
Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
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bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : NOVEMBER 12, 2024
PROJECT NO. : QCCCD-24-BMOP-1423

Name of Company :
Address :
Contact No. :
Project Title : PROCUREMENT OF DEVELOPMENT ASSESSMENT TOOLS
Approved Budget of the Contract : P 847,935.00
End-User / Implementing Office : QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES

BREAKDOWN OF THE APPROVED BUDGET FOR THE CONTRACT	
Item nos. 1-11	P 819,945.00
Item nos. 12-13	P 27,990.00

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 15, 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.

P. 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	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; Kits & Manuals; Includes Record Forms (pack of 25), Test Plates, and Manual	SET	1		
6	PRESCHOOL LANGUAGE SCALE 5TH EDITION PLS-5 Complete Kit with Manipulatives (Print)	SET	1		
7	CLINICAL EVALUATION OF LANGUAGE FUNDAMENTALS 5TH EDITION; CELF-5 Complete Kit with Case / CELF-5 Screening Complete Kit (Print)	SET	1		
8	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.	SET	1		
9	HANDBOOKS FOR USING THE SELF-DIRECTED SEARCH	SET	1		
10	UNSTUCK AND ON TARGET An Executive Function Curriculum to Improve Flexibility, Planning, and Goal Directed Behavior	PIECE	1		
11	INTEGRATING RTI WITH COGNITIVE NEUROPSYCHOLOGY: A SCIENTIFIC APPROACH FOR READING	PIECE	1		
12	TEST OF VISUAL PERCEPTUAL SKILLS 4TH EDITION (TVPS-4 RECORD FORM (PACK OF 25)	PACK	1		
13	TEST OF VISUAL PERCEPTUAL SKILLS 4TH EDITION (TVPS-4 TEST PLATES)	PACK	1		
TOTAL					

Amount in Words: _____

Other Requirements:	
<ul style="list-style-type: none">• 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 : Upon issuance of Notice to Proceed until December 31, 2024

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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