



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](mailto:bacgoods.procurement@quezoncity.gov.ph)



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 35.1

DATE : APRIL 24, 2025

PROJECT NO. : QCADAC-25-TA-0307

Name of Company :  
Address :  
Contact No. :  
Project Title : PROCUREMENT OF SOUVENIR ITEMS AND PLAQUE  
Approved Budget of the Contract : Php902,000.00  
End-User / Implementing Office : QUEZON CITY ANTI-DRUG ABUSE COUNCIL

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 29, 2025, 10:00 AM** 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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.**

MA. MARGARITA S. MEJIA, DPA  
Chairperson, BAC- Goods and Services



### 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>Souvenir Items Set for VIPs/Guests/Speakers -</b>				
1	Jute bags (Abaca Bag) personalized, with logo engraving; 34 x 27 x 17 cm, medium size (WxHxD);	piece -	300 -		
2	Custom set that includes: (First Set) (1) Leather notebook Organizer only, A5 size; with b&w print (logo and office name); color black (1) Sign pen, black, .5mm; with b&w print of logo and office name; (1) Automatic umbrella foldable one panel print; with b&w print (logo and office name); color black; 27-30 inches in size (1) Premium box molded with custom made logo and magnetic closure; with b&w print of logo and office name; color black, 26L x 18W x 7.5D cm	set -	100 -		
3	Custom set that includes: (Second Set) (1) Leather Laptop/Keyboard mat; with b&w print of logo and office name; 30 x 60 cm (1) Leather passport holder; with b&w print of logo and office name; (1) Glass mug with straw; with b&w print of logo and office name; 450ml (1) Premium box with fillers, flowers and ribbon and magnetic closure; with b&w print of logo and office name; color black, 26L x 18W x 7.5D cm	set -	100 -		
4	Custom set that includes: (Third Set) (1) Leather Laptop/Keyboard mat; with b&w print of logo and office name; 30 x 60 cm (1) Long Flask or Insulated Tumbler; with b&w print of logo and office name; 16 oz (1) Leather notebook Organizer only, A5 size; with b&w print (logo and office name); color black (1) Premium box with fillers, flowers and ribbon and magnetic closure; with b&w print of logo and office name; color black, 26L x 18W x 7.5D cm	set -	100 -		
5	Plaque of Recognition for VIP Guests - 100 pieces Clear acrylic with double base; 5.5mm thick; picture, seal, dedication, graphics; with carton packaging -	lot -	1 -		
<b>TOTAL</b>					



Amount in Words:

Delivery Period : **Ninety (90) Calendar Days** ✓

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

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

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

\_\_\_\_\_  
Date

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



### COST DERIVATION

**PROJECT NAME: PROCUREMENT OF SOUVENIR ITEMS AND PLAQUE ,**  
**PROJECT NO. QCADAC-25-TA-0307 ,**

**For Item No. 2**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Leather notebook Organizer ,	piece	1		
2	Sign pen ,	piece	1		
3	Automatic umbrella foldable ,	piece	1		
4	Premium box ,	piece	1		
BID AMOUNT PER SET					
MULTIPLY BY QUANTITY					100 SET ✓
TOTAL BID AMOUNT FOR ITEM NO. 2					

**For Item No. 3**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Leather Laptop/Keyboard mat; ,	piece	1		
2	Leather passport holder ,	piece	1		
3	Glass mug with straw -	piece	1		
4	Premium box ,	piece	1		
BID AMOUNT PER SET					
MULTIPLY BY QUANTITY					100 SET ✓
TOTAL BID AMOUNT FOR ITEM NO. 3					

**For Item No. 4**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Leather Laptop/Keyboard mat; ,	piece	1		
2	Long Flask or Insulated Tumbler ,	piece	1		
3	Leather notebook Organizer ,	piece	1		
4	Premium box ,	piece	1		
BID AMOUNT PER SET					
MULTIPLY BY QUANTITY					100 SET ✓
TOTAL BID AMOUNT FOR ITEM NO. 4					

**For Item No. 5**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Plaque ,	piece	100		
TOTAL BID AMOUNT FOR ITEM NO. 5					

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



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