



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
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : APRIL 14, 2025
Project
No. : QCU-25-TA-0329

Name of Company :
Address :
Contact No. :
Project Title : PROCUREMENT OF TOTE BAG AND OTHERS
Approved Budget of
the Contract : P 273,775.00
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 **APRIL 22, 2025, 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 (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



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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
1	3-Day Workshop-Mentoring Training on Research Publication & Presentation - 50 pieces- Corporate Pen with engraved QCU logo and Quezon City University Name - 50 pieces- Leather Notebook A5 Page Size: A5 No. of Pages: 100 Paper Inside: Book #50, 80 gsm Print Cover: Full Color, Customized, UV Printed Logo Print (Pages): Lined, with footer logo design print Finish: PU Softbound Leatherette Cover with ribbon bookmark, Costumed, UV Printed Logo -3 pieces- Golf Umbrella with case/cover (any color) with print of QCU logo, name and tagline, four colors	LOT	1		
2	Intellectual Property Foundation Course - 50 pieces- Corporate Pen with engraved QCU logo and Quezon City University Name - 30 pieces- Tote Bag, 14 inches x 16 inches (white), thick canvas, with customized print - 10 pieces- USB Flash Drive, 128GB, with customized print	LOT	1		
3	2-Day Patent Search Course -15 pieces- Corporate Pen with engraved QCU logo and Quezon City University Name -15 pieces- Tote Bag, 14 inches x 16 inches (white), thick canvas, with customized print 5 pieces- USB Flash Drive, 128GB, with customized print	LOT	1		
4	2-Day Patent Drafting Course -15 pieces- Corporate Pen with engraved QCU logo and Quezon City University Name -15 pieces- Tote Bag, 14 inches x 16 inches (white), thick canvas, with customized print -5 pieces- USB Flash Drive, 128GB, with customized print	LOT	1		
5	QCU RECAP for Faculty, Students and Employees -50 pieces- Corporate pen with engraved QCU logo and Quezon City University Name -50 pieces- Tote Bag, 14 inches x 16 inches (white), thick canvas, with customized print -50 pieces- Leather Notebook A5 • Page Size: A5 • No. of Pages: 100 • Paper Inside: Book #50, 80 gsm • Print Cover: Full Color, Customized, UV Printed Logo • Print (Pages): Lined, with footer logo design print • Finish: PU Softbound Leatherette Cover with ribbon bookmark, Costumed, UV Printed Logo -3 pieces- Golf Umbrella with case/cover (any color) with print of QCU logo, name and tagline, four colors	LOT	1		
6	Extension Day: Awarding of Most Outstanding Extension -250 pieces- Corporate pen with engraved QCU logo and Quezon City University Name -250 pieces- Tote Bag, 14 inches x 16 inches (white), thick canvas, with customized print -25 pieces- Golf Umbrella with case/cover (any color) with print of QCU logo, name and tagline, four colors	LOT	1		
7	University Partner's Day (Stakeholders Day) -35 pieces- Corporate pen with engraved QCU logo and Quezon City University Name -35 pieces-Tote Bag, 14 inches x 16 inches (white), thick canvas, with customized print -18 pieces- Golf Umbrella with case/cover (any color) with print of QCU logo, name and tagline, four colors	LOT	1		
Total Quoted Amount:					

Amount in Words:



Cost Derivation

COST DERIVATION FOR ITEM NO. 1

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	3-Day Workshop-Mentoring Training on Research Publication & Presentation				
1	Corporate Pen	piece	50		
2	Leather Notebook A5	piece	50		
3	Golf Umbrella	piece	3		
TOTAL AMOUNT					

COST DERIVATION FOR ITEM NO. 2

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	Intellectual Property Foundation Course				
1	Corporate Pen	piece	50		
2	Tote Bag	piece	30		
3	USB Flash Drive	piece	10		
TOTAL AMOUNT					

COST DERIVATION FOR ITEM NO. 3

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	2-Day Patent Search Course				
1	Corporate Pen	piece	15		
2	Tote Bag	piece	15		
3	USB Flash Drive	piece	5		
TOTAL AMOUNT					

COST DERIVATION FOR ITEM NO. 4

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	2-Day Patent Drafting Course				
1	Corporate Pen	piece	15		
2	Tote Bag	piece	15		
3	USB Flash Drive	piece	5		
TOTAL AMOUNT					

COST DERIVATION FOR ITEM NO. 5

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	QCU RECAP for Faculty, Students and Employees				
1	Corporate Pen	piece	50		
2	Tote bag	piece	50		
3	Leather Notebook A5	piece	50		
4	Golf Umbrella	piece	3		
TOTAL AMOUNT					



COST DERIVATION FOR ITEM NO. 6

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	Extension Day: Awarding of Most Outstanding Extension				
1	Corporate Pen	piece	250		
2	Tote bag	piece	250		
3	Golf Umbrella	piece	25		
TOTAL AMOUNT					

COST DERIVATION FOR ITEM NO. 7

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	University Partner's Day (Stakeholders Day)				
1	Corporate Pen	piece	35		
2	Tote bag	piece	35		
3	Golf Umbrella	piece	18		
TOTAL AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Delivery Period : SIXTY (60) CALENDAR DAYS

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

