



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



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 35.1

DATE : APRIL 30, 2025

PROJECT NO. : SDO-25-GARMENTS-0355B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF TRACK JACKET AND JOGGING PANTS AND OTHERS FOR  
PALARONG PAMBANSA  
Approved Budget of  
the Contract : Php1,343,800.00  
End-User /  
Implementing Office : SCHOOLS DIVISION OFFICE

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  
**MAY 6, 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.**

(SGD.) **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
1	<b>Tumbler</b> - color-red, Stainless steel, double wall, 24-oz, open top container with flattened hemisphere shape and carrying case, customized with (2) inches Quezon City logo	piece	470		
2	<b>Track Jacket and Jogging Pants</b>  <b>Track Jacket-</b> Dri-Fit Fabric, 200-250gsm (Heavy Spandex), Full-sublimation, with 2 side pockets, Sleeve length - Long sleeve with golden yellow, white and navy-blue linings, Apparel closure type - Zipper; Collar - High neck or Stand Collar type, Print: front chest left side - NCR logo, with text One NCR, Stronger Together, Back Print - upper middle NCR logo, with text KAB1SERA NCRAA, below text Quezon City, *Customized design, various sizes  <b>Jogging Pants</b> -full-sublimation, slim, tapered cut, Front Prints right side leg -KAB1SERA logo) with side lining Color - (Golden Yellow, white and navy blue) *Customized design, various sizes	set	75		
3	<b>Polo-Shirt with Collar</b> Quiana Fabric, 180-200gsm; full sublimation; Closure - Zipper; Color - Golden Yellow, white, and Navy blue, Prints- Left Side Chest NCR logo, with text One NCR, Stronger Together, with capital texts NCR across diagonally from left to right print; Back Print-QC Logo upper middle, below text NCR Metro Star), *Customized design, various sizes	piece	191		
4	<b>T-shirt without Collar</b> - Quiana Fabric, 180-200gsm, full sublimation, V-neck, short sleeve, With blue diagonal design. Prints: Front Print - Left Side NCR Logo with text One NCR, Stronger Together with Jersey number, Back Print - upper middle QC Logo, with jersey number, Color- Golden Yellow, white, and Navy blue, *Customized design, various sizes	piece	75		
5	<b>Parade Cap</b>  - (baseball cap) polyester or nylon; Print - NCR Logo with text - One NCR, Stronger, Together, Color - Golden Yellow, and Navy blue	piece	191		
6	<b>Rain Coat</b> clear white, one (1) piece unisize *(not powdery color)	piece	470		
TOTAL					



Amount in Words:

Delivery Period : Within Fifteen (15) Calendar Days  
upon issuance of Notice to Proceed

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

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

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

\_\_\_\_\_  
Date

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

