



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  
SMALL VALUE PROCUREMENT

DATE : May 06, 2025  
Project No. : QCADAC-25-OSD-0493

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND OTHERS  
Approved Budget of the Contract : P 122,296.00  
End-User / Implementing Office : QUEZON CITY ANTI-DRUG ABUSE COUNCIL

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
FOR ITEM NO. 1	P 31,236.00
FOR ITEM NO. 2	P 91,060.00
TOTAL ABC:	P 122,296.00

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 **May 09, 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.

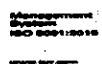
in a **SEALED LONG BROWN ENVELOPE** issued by QC BAC- Goods and Services.

**NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.**

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
1	Cartolina, assorted colors, 10 pieces/pack	pack	20		
2	Correction Tape, 5mm x12m	piece	20		
3	Glue, all purpose, 225g, bottle, white	bottle	20		
4	Marker, permanent, black, fine tip	piece	24		
5	Marker, whiteboard, black	piece	24		
6	Fastener, plastic, assorted color, 50 pieces/box	box	20		
7	Envelope, Documentary, Legal, 500 pieces/box	box	10		
8	Record Book, 500 pages	piece	10		
9	Crayons, 24 colors	box	50		
10	Art Paper, light colors, 20 pieces/pack	pack	50		
11	Air Freshener, Aerosol Type, 320ml	can	10		
12	Alcohol, Ethyl, 1 Gallon, 3.2 liters/gallon	gallon	50		
13	Cleaner, toilet and urinal, 900ml	can	10		
14	Detergent Powder, all-purpose, 1.1kg, pouch	pouch	20		
15	Hand Wash, liquid, 225ml	bottle	20		
16	Insecticide, Aerosol Type, 600ml	can	10		
17	Mop, tornado mop, 30% more yarn than ordinary; 360 degrees rotating mophead; easy to assemble; two tier bucket; mop head – 16cm; rod – 45.5 x 26 x 21 cm (LxWxH)	piece	5		
18	Rags, 1 kilo/bundle	bundle	10		
19	Broom, tambo	piece	10		
20	Dust pan, plastic	piece	10		
21	Toilet Tissue Paper, 2 ply, 12 rolls/pack	pack	100		
22	Trashbag, clear, XXL, 20 pieces/roll	roll	100		
23	Trashbin, indoor; plastic material; 13 liters, any color	piece	10		
Total Quoted Amount:					

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

QCADAC-25-OSD-0493



Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_  
  
\_\_\_\_\_  
Signature over printed name  
  
\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.  
  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Email Address

