REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT.
SECTION 35.1

DATE : _____ June 19, 2025 _____

PROJECT NO. : _____ PDAO-25-OSD-0279 _____

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND OTHERS.**

Approved Budget of the Contract : **Php173,862.00**

End-User / Implementing Office : **QUEZON CITY PERSONS WITH DISABILITY AFFAIRS OFFICE**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
BUDGET FOR ITEM NOS. 1-4	*PHP 91,506.00*
BUDGET FOR ITEM NO. 5	*PHP 12,780.00*
BUDGET FOR ITEM NO. 6	*PHP 69,576.00*
TOTAL ABC:	**PHP 173,862.00**

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 __ **JUNE 24, 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. <u>Non-submission of eligibility documents shall mean disqualification of Quotation.</u>
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	**COMPUTER MOUSE-OPTICAL** Connection Type: USB Wired System Requirements: Windows Vista or Windows 7, Windows 8, Windows 10, Mac OS x 10.3.9 or later, Linux kernel 2.4 + Response: High-definition optical tracking (800 dpi) .	Piece	100		
2	**MOUSE PAD** With built-in antibacterial protection, rubber base. Color: Choices of Black, White or Blue .	Piece	100		
3	**MEMORY CARD READER** 2-in-1 USB 3.0 A Card Reader; 15cm cable length; Plug and Play – Compatible with Windows XP/Vista/7/8/8.1/10, Mac OS, Linux, Chrome OS; Blazing Fast Data Transfer 10x faster than USB 2.0 up to 5bps; Slim and compact Mini size in 6.8cm x 5.5cm x 1.5cm ✓	Piece	4		
4	**FIRE EXTINGUISHER** Refill – 50lbs. QUENCH Dry chemical (ABC) Features: One (1) year chemical efficacy, Good for most classes of fire (ABC), Warranty: One (1) year for refilling . .	Unit	3		
5	**PAPER TRIMMER** Metal weight: 2kg, Length: 39cm Width: 6cm Height: 47cm ✓	Unit	3		
6 ✓	**CCTV WITH INSTALLATION AND MANUAL** AHD Video Recorder with Audio Recording; 4Ch DVR 1080P Lite/H.265/H.264 Video Compression; Real-time/ Support 1x HDD up to 10TB; HDMI/VGA Port/Support 2Ch IP; Smart phone support 255mm W x 230mm D x 45mm H; AUDIO Recording with PE-WRM; Camera; Easy to Setup AHD Bullet Camera/ SmartSens CMOS Sensor; 2.1 Megapixel/Full HD Resolution 2.8mm Focal Lens/Array IR LED; 20m IR Working Distance/Built-in Mic Function/IP67; Western Digital 2TB SATA Purple (CCTV Multimedia HDD); CCTV; ADAPTOR 2000Ma 12V; BNC with Spring Guard Connector; DC Joint male head connector; DC Joint female head connector; OPTIMA PRO Siamese cable 305 meters Black color PHILIPS 40' PFA4509S; MISCELLANEOUS FEE; INSTALLATION FEE ✓	Unit ✓	4 ✓		
				TOTAL	

Amount in Words:

_____

_____

Other Requirements:

- Statement of Warranty – Minimum of One (1) Year with project number and project title for item nos. 4 and 6.
- Copy of valid and current Standard Quality Certification Mark License issued by the Bureau of Philippine Standard (BPS) for item no. 4.
- Certification from the Manufacturer/ Distributor that the bidder is authorized to supply the requirement. If the bidder is a reseller, it should also submit the authority of the Distributor from the Manufacturer for item no. 4.

Delivery Period : **Upon Request by the End User until December 31, 2025**

Warranty : _____

_____
Signature over printed name

_____
Office Telephone No./Fax/Mobile No.

_____
Date

_____
Email Address