



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



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : OCTOBER 02, 2025

PROJECT NO. : PESO-25-CE1-0951

Name of Company :
Address :
Contact No. :
Project Title : PROCUREMENT OF VARIOUS COMMUNICATION EQUIPMENT AND OTHERS (VOICE RECORDER AND OTHERS)
Approved Budget of the Contract : Php 275,454.50

Table with 2 columns: Item nos. and Amount. Rows include items 1-3, 4, 5, 6, 7, 8, 9, 10-11, and a TOTAL row.

End-User / Implementing Office : PUBLIC EMPLOYMENT SERVICE 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 OCTOBER 07, 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

PESO-25-CE1-0951



Management System ISO 9001:2015



**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	DIGITAL VOICE RECORDER - ICD-PX Series, with Built-in Mic and USB, 4GB Memory, Noise Cut for Noise-Free Recordings	piece	1		
2	PORTABLE TROLLEY SPEAKER - 250W Max, 2-Way Active, Bluetooth, USB/SD/FM/TWS, Guitar & Mic Input, Rechargeable, with 2 Wireless Mics, Patriot LED Style	unit	1		
3	CONFERENCE MICROPHONE - Wireless Conference Mic, Chairman's Unit with Priority Button, Mic On/Off Controls, Unidirectional Condenser Mic, Red Light Indicator (Mic On), Can Act as Delegate Unit, Chairman Override/Mute Function, 1000VC	unit	1		
4	LAMINATING MACHINE - A3 Laminator, 13 inches Width, Heavy Duty, 4 Rollers, Preheat Time: 4-5 Min, Reverse/Forward Functions, Cold Mounting Option, Size: 510x200x100mm Weight: 7.5kg	unit	1		
5	STEEL RACK 5 LAYERS - 5-Layer Rack, Stainless Steel, Durable, 150kg Weight Capacity per Shelf Dimensions: 914mm x 460mm x 1830mm	piece	5		
6	PAPER CUTTER - Heavy duty, all metal guillotine, paper cutting machine Metal Paper Cutter, Cutting Size: 320mm x 250mm, Cuts 12pcs A4 (80g), Copper/Iron Sheet (0.2mm), PVC (0.8mm), Size: 528x340x75mm, Net Weight: 2.4kg Gross Weight: 2.8kg	piece	2		
7	MOVABLE ORGANIZER TRAY - 3-Layer Organizer, ABS Plastic, Up to 10kg Capacity, 1 Handle, Hollow Grid Tray Design, 4 Durable Pulleys, Dimensions: 216mm x 65mm x 475mm	piece	2		
8	WATER DISPENSER - (for hot and cold + normal ss heating tank, with cabinet 16L/.6 cu. Ft)	unit	6		

PESO-25-CE1-0951



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9	VERTICAL FILE CABINET - (Vertical cabinet, 4 drawer, G22 powder coated metal finish color, size: 46W x 62D x 134H cm)	unit	6		
10	VOICE RECORDER 8GB, up to 580 hours Recording 1.8 inches Color Display, Voice-Activated, USB, 3.5mm Jacks, Built-in Battery	unit	6		
11	PORTABLE PUBLIC ADDRESS SYSTEM - (Wireless, Power Output: 100W(rms)/40, 145W(max)/40 Amplifier, Bass: 8 inches Woofer Bluetooth Connectivity: Yes, Built-in 25V/4.5A rechargeable Wireless System specs: Detachable Module Receiver: 1 or 2 AutoScan and ACT sync Built-in Fixed Receiver: 1 or 2, AutoScan and ACT sync)	unit	6		
TOTAL					

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

**ADDITIONAL REQUIREMENT:**

**For item nos. 8, 10 and 11**

- 1) **Statement of Warranty with project number and project title - Minimum of One (1) Year.**

Delivery Period : **Thirty (30) calendar days**

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

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

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

\_\_\_\_\_  
Date

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



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