



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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REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : October 02, 2025

PROJECT NO. : QCYDO-25-OE-0657C

Name of Company :
Address :
Contact No. :
Project Title : PROCUREMENT OF VARIOUS OFFICE EQUIPMENT AND OTHERS
Approved Budget of the Contract : Php96,969.00
End-User / Implementing Office : QUEZON CITY YOUTH DEVELOPMENT OFFICE

Table with 2 columns: Item no. and Amount. Rows include Item no. 1 (15,599.00), Item no. 2 (17,679.00), Item nos. 3-6 (55,376.00), Item no. 7 (8,315.00), and Total (96,969.00).

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 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

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	<p>AIR COOLER Dimension: (L)26.8 inches x (W)16.7 inches x (H)41.3 inches, 200 watts power, 35-45 sqm, 45l water capacity Heavy Duty type Reliable quality Larger airflow and wider cooling area Automatic swing 3 sides cooling pads Caster wheels with lock features Direct waterline connection or manual fill</p> <p>Technical: 200W power 35-45 sqm 4,000 m/h max airflow 3 D 4L/H water cap. 45L water capacity Axial fan type</p> <p>DIMENSION: (L)26.8 inches x (W)16.7 inches x (H)41.3 inches</p>	unit	1		
2	<p>PAPER SHREDDER Shred size: 2x12 mm, Shred capacity: A4 (70g) 8 sheets paper, shreds continuously for 30 minutes Separate CD bin design 8 sheets capacity (A4) On/Off-Forward-Auto Reverse Shred capacity: A4 (70g) 8 sheets paper 1 CD 1 Card Shred size: 2x12 mm Entry width: 220 mm Shred type: micro cut - Shred speed: 2.3m/min - Duty cycle: 30 minutes on, 40 minutes off Switch feature: On/Off-Forward-Auto-Reverse Basket Volume: 22L Dimension(mm) \ Net weight: 350 x 260 x 565 \ 9.0kg Noise: 65dB Shreds continuously for 30 minutes Separate CD bin design to divide the different wastes Energy-Saving technology power off after 30 minutes of no use</p>	piece	1		
3	<p>MICROPHONE STAND Dynamic mic capsule, 5m PL/Jack cable, boom type stand, with carrying bag and microphone bag</p>	piece	1		
4	<p>SPEAKER WITH STAND 2-way active speakers with inclusions of speaker cable, assembly bracket, 2 speakers stand, USB & SD Slot, Aux-In and FM Radio, XLR/PL Connection and with Bluetooth connection</p>	set	1		

	<p>Performer Pack Two 2-Way Active Loudspeakers Two Active Subwoofer Two Speaker Stands Four Cables (2 x 10ft, 2 x 20ft)</p> <p>Compact, lightweight Class D 2-way active Loudspeaker 8 inches extended range low-frequency driver 1 inch compression driver with 1 inch exit 200 watts of output power Mic/Line input with Volume control and Clip LED Additional Line output allows linking of multiple Speakers Integrated 1 3/8 inches pole mount receptacle Floor monitor positioning options</p> <p>Lightweight, compact Class D active subwoofer, Weighing just over 40lb (18kg) 12 inches long excursion low-frequency driver 700 watts of output power Balanced XLR- ¼ inches combo inputs Parallel XLR outputs Signal, Limiter and Protect LED indicators Variable low pass filter control 3-position (Normal, Deep, Boost) DSP contour control Integrated 1 3/8 inches pole mount receptacle Two large ergonomic carry handles</p>				
5	<p>WALKIE TALKIE RADIO 50 CTCSS/105 CDCSS VOX Function, Voice Prompt, PC Programming, Emergency Alarm, USB Charging, Output power 5 watts</p>	set	2		
6	<p>WIRELESS MICROPHONE Dynamic Capsule, 227.25MHz/239.55MHz, Fixed Frequency, Battery Operated</p>	set	2		
7	<p>FIRE EXTINGUISHER Dry chemical stored pressure type, 2 kg capacity, refillable, five-year warranty, Ideal for class A (wood, cloth, paper), Class B (flammable liquids), Class C (electrical equipment)</p>	can	4		
TOTAL					

Amount in Words:

<p>OTHER REQUIREMENT/S:</p> <p>FOR ITEM NOS. 1 TO 6</p> <ul style="list-style-type: none"> • Statement of Warranty with Project Number and Project Title. – Minimum of One (1) Year. <p>FOR ITEM NO. 7</p> <ul style="list-style-type: none"> • Statement of Warranty with Project Number and Project Title. – Minimum of Five (5) Years • Copy of valid and current Standard Quality Certification Mark License issued by the Bureau of Philippine Standard (BPS). • Authority to sell from the manufacturer/exclusive or authorized distributor of the item/product being offered (with project number and project title).



