



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 : November 27, 2025
PROJECT NO. : QCCCD-25-OE-1128D

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF PAPER SHREDDER AND OTHERS
Approved Budget of the Contract : Php163,189.00
End-User / Implementing Office : QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item no. 1	11,495.00
Item no. 2	12,350.00
Item nos. 3-4	57,411.00
Item no. 5	21,834.00
Item no. 6	15,925.00
Item no. 7	44,174.00
TOTAL	163,189.00

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 **December 02, 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.

Victoria L. Tejedor
MA. VICTORIA L. TEJEDOR, MMPA
Officer-in-Charge / Head, BAC-Secretariat



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CG.PD.TSD.F.07

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	Fire Extinguisher pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs.)	Unit	4		
2	Digital Voice Recorder General Features: 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	Unit	2		
3	Paper Shredder 22 to 24 sheets capacity; cutting type: cross cut, security level: 3 cutting width: 3/16 inches, particle length: 1 1/8 inches, intake width: 12.2 inches, container volume: 26.4 gal, cutting capacity: 22-24 sheets, noise level (idle operation), 55-58 dB, power consumption of the motor: 650	Unit	1		
4	Ring Binder Machine Up to 150 pages Binding Capacity: 150 Binding Type: Plastic Comb Color: white/black CRC: 50065 Material Type: Steel Model Number: STAR + Punching Type: Manual Punching Capacity: Capacity of 15 sheets Usage: Moderate Vertical Punching: Yes	Unit	2		
5	Camera Lens EF-S18-55MM F/3.5-5.6 IS STM LENS 35mm Film Equivalent Focal Length(mm)29-88 Angle of View (Horizontal, vertical, diagonal) 64° 30 ft. - 23° 20 ft., 45° 30 ft. -15° 40 ft., 74° 20 ft. - 27° - 50 ft. Lens Construction (Elements/Groups) 13/11 Number of Diaphragm Blades 7	Piece	1		



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	Minimum Aperture 22-38(36) Closest Focusing Distance (m) 0.25 Maximum Magnification (x) 0.36 (at 55mm) Distance Information Provided Image Stabilizer OISI 4-stops AF actuator STM				
6	Filing Cabinet 4 drawer vertical filing cabinet with Anti-Tilt lock mechanism/KD with steel handle lock compatible with A4, FC, Letter, and Legal size files Color: gray Load Capacity: 25kgs per drawer Dimensions: 46(w) x 62(D) x 134(H)cm Weight: 43 kgs	Piece	1		
7	Active Speaker Output Power: 500W peak (400 LF + 100 HF) /250W RMS (200 LF+50 HF) Frequency Response: 50 Hz - 20 kHz Maximum Sound Pressure Level (SPL): at 1 M:121 dB Inputs: 1x Balanced XLR/ ¼ inch (6.3 mm) mic/line connector Output: 1 x Balanced XLR Line output Mounting: Integral 1 3/8 inches (3.5cm) pole mount receptacle	Piece	2		
TOTAL:					

Amount in Words: _____

OTHER REQUIREMENT/S:

- Statement of Warranty with project number and project title - minimum of one (1) year.
- FOR ITEM NUMBER 1
- Copy of a valid and current Standard Quality Certification Mark License issued by the Bureau of Philippine Standards (BPS).
 - Authority to sell from the manufacturer/exclusive or authorized distributor of the item/product being offered (with project number and project title).

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



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