



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



BAGONG PILIPINAS

REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : NOVEMBER 20, 2025
Project
No. : QCRRMO-25-EMS-1269

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS EDUCATIONAL MATERIALS FOR CHILD FRIENDLY SPACE
Approved Budget of the Contract : Php 999,875.20
End-User / Implementing Office : QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT 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 **NOVEMBER 25, 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.


MA. MARGARITA S. MEJIA, DPA
Chairperson, BAC- Goods and Services



QCG.PD.TSD.F.07

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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	CHILD FRIENDLY KIT 1 Piece Paper Pad - Grade 1, 80 leaves, glossy and clear white paper, good quality, 1 Piece Ballpen - black, ballpoint pen. retractable 1 Piece Crayon - jumbo. 8's/pack, non-toxic, conforms to ASTM D-4236 meets performance standard ANSI 2356.1, good quality, 1 Piece Washable Markers - Crayola Silly Scents, set of 12, Chisel Tip scented markers, washable; weight - 0.2kg; length - 16.8cm; width 1.8cm and height 21.11cm 1 Piece Pencil - lead with eraser, 3 pcs/pack good quality 1 Piece Scissor - 5 inches, rounded tip with plastic handle, good quality 1 Piece Bond Paper - legal, 70gsm, white 1 Piece Colored Paper - short, assorted color, 80gsm, 250 pieces 1 Piece Adhesive Paste - office white paste, 200grams 1 Piece White Board Marker - for Kids -12 colors per pack, dry erase, ventilated cap, smooth writing, excellent quality, size: 128mm long	kit	100		
2	STORAGE BOX durable plastic, storage box container with handle, 120 liters	box	100		
3	SLEEPING FOLDING MATS FOR KIDS Ultralight, good quality foaming materials, egg crate foam, flexible, resistance to tearing, easy to fold and carry Material: XPE. Dimension: (open size) 188 x 60 x 2cm (approx.): weight: 350g; thickness: 2cm: color any with mat holder	pack	120		
4	FOLDABLE TABLE FOR KIDS durable, portable mainstays wooden table for kids, sizes; Length 65cm; Width-45cm. Height-30cm color, any	piece	30		
5	FLOOR CUSHION PILLOW Size: 5 x 26 x 30 inches; materials: Cover -100% polyester, Filling Ground foam, color, random cover	piece	47		
6	COLOR EDUCATIONAL FLASHCARDS Laminated, size 3R, for ages 0-5 years old, high quality print, 15 colors	piece	30		
7	ALPHABET EDUCATIONAL FLASH CARDS Laminated, complete set A to Z. for ages 0-5 years old, high quality print, size 3 x 4.5 inches	piece	30		



8	NUMBER EDUCATIONAL FLASH CARDS Laminated. Numbers 1 to 20. for ages 0-5 years old. high quality print, size 3 x 4.5 inches	piece	30		
9	SHAPES EDUCATIONAL FLASH CARDS Laminated. 10 shapes, for ages 0-5 years old. high quality print, size 3 x 4.5 inches	piece	30		
10	JIGSAW PUZZLES Wooden carton, design, animals, transport and cartoons, size 7 x 7 inches, 9-12 puzzle pieces, good quality, good for ages 1-5 years old	piece	31		
11	EDUCATIONAL WORKSHEETS Early Learning Hand Writing, ABC Alphabet Number Lines Tracing for Kids printed black and white, for 3-5 years old, size, 8.5 x 11 inches, good quality print	piece	500		
12	SHAPE SORTING BOX Material; High Quality Wood: Product size 5.1 x 5.1 x 5.1 inches (L x W x H), 10-15 sorting shapes; shape blocks are polished and smooth	piece	30		
13	STACKING RINGS Recommended for ages 1 year and up: Musical; Material/s: Plastic parts: Variety of colors, shapes and sounds, great companion for kids' growth and learning phase. Requires 3x 1.5V AA battery	piece	30		
14	EDUCATIONAL COLORING BOOKS 10 page-book, size 8 x 10.5 inches, design, animals' cartoons, transportations, Plants, alphabet and numbers, good print	piece	500		
15	REVERSIBLE EASEL 2-in-1 Drawing Board Double Sided Magnetic/Easel Reversible, size; Ht. 29.6-44.1 inches	piece	30		
16	TELEVISION Smart HD LED TV, Bluetooth WIFI/LAN, 32 inches with TV Rack -Durable 3-Layer Steel Rack, size 60 x 30 x 100cm (L x W x H)	unit	7		

Amount in Words:

OTHER REQUIREMENT/S:

For item No. 16

Statement of Warranty with project number and project title – minimum of one (1) year

Delivery Period : Upon end-user's request not later than December 31, 2025

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

