



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 : NOVEMBER 20, 2025

PROJECT NO. : QCDTRC(TAHANAN)-25-SG-0356

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : PROCUREMENT OF VARIOUS SPORTS SUPPLIES (BADMINTON RACKET AND OTHERS)
 Approved Budget of the Contract : Php 107,362.00
 End-User / Implementing Office : QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)

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 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 | Clock, LED, large digital, display 15 inches, with alarm, temperature and calendar, wall hang | PIECE | 4 | | |
| 2 | Volleyball-Leather, 2-color, 8-panel, microfiber, composite dimpled cover | PIECE | 4 | | |
| 3 | Scrabble Board, word for word, Crossword Game with wooden tiles | PIECE | 4 | | |
| 4 | Badminton Racket, Tournament size, iron standard shafts | PIECE | 8 | | |
| 5 | Badminton Shuttlecock, speeds available: International: 73-81, 20 per tube | TUBE | 2 | | |
| 6 | Chessboard, 36 inches, vinyl materials | PIECE | 10 | | |
| 7 | Basketball Ball-leather regardless of color, good quality | PIECE | 5 | | |
| 8 | Basketball Ball-rubberized regardless of color, good quality | PIECE | 2 | | |
| 9 | Basketball Net, official size, extra durable | PIECE | 2 | | |
| 10 | Whistle, Stainless, Good Quality, with ball bead chain | PIECE | 6 | | |
| 11 | Medal, 2 inches diameter with TAHANAN logo, necklace 1.25 inches x 26 inches long, Gold | PIECE | 10 | | |
| 12 | Trophy, 10-inches 3-legged silver and black wooden base and special plate with engraved TAHANAN logo | PIECE | 10 | | |
| 13 | Trophy, 12-inches 3-legged silver and black wooden base and special plate with engraved TAHANAN logo | PIECE | 6 | | |
| 14 | Trophy, 18-inches 2-legged in various electroplating colors, fiber-acrylic bases with different accessories/figures at the top | PIECE | 5 | | |
| 15 | Trophy, 24-inches 3-legged silver and black wooden base with TAHANAN logo and special plate with engraved logo | PIECE | 5 | | |
| TOTAL | | | | | |

Amount in Words:

Delivery Period : **Until December 31, 2025**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

