



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
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : NOVEMBER 20, 2025
Project
No. : SSDD-25-GM-1200

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF VARIOUS TRAINING SUPPLIES
Approved Budget of the Contract : Php 244,546.70
End-User / Implementing Office : SOCIAL SERVICES DEVELOPMENT DEPARTMENT

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



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
	CANDLE MAKING				
1	WAX - Gel	kilogram	6		
2	WAX - Paraffin	kilogram	5		
3	HARD SOY WAX - Natural Pellets for Pillar Candles 1kg	kilogram	5		
	TRAINING KITS				
4	CANDLE MAKING KIT - soy wax, molder, wick with sustainer, scent: lavender	kit	50		
5	PARAFFIN WAX - 500 grams	gram	50		
6	STORAGE ORGANIZER BOX - High quality, medium	piece	50		
	LIQUID DISHWASHING				
7	DISHWASHING LIQUID KIT - Lemon Scent, 17 Liters per kit	kit	50		
8	DISHWASHING LIQUID KIT - Calamansi Scent, 17 Liters per kit	kit	50		
9	STORAGE ORGANIZER BOX - High quality, medium	piece	50		
	PERFUME MAKING				
10	WARM VANILLA SUGAR SCENT - perfume making starter kit, 200ml formulations, inclusions: warm vanilla sugar scent, glass spray bottle, fixative, DPG, alcohol, 95%	kit	20		
11	JoMalone Nectarine Blossom Scent - perfume making starter kit, 200ml formulations, inclusions: Nectarine blossom scent, glass spray bottle, fixative, DPG, alcohol, 95%	kit	15		
12	SAUVAGE - perfume making starter kit, 200ml formulations, inclusions: Sauvage, glass spray bottle, fixative, DPG, alcohol, 95%	kit	15		
13	GRADUATED CYLINDER - 100ml, glass	piece	50		
14	STIRRING ROD - Borosilicate glass, heat resistant, 200 mm	piece	50		
15	STORAGE ORGANIZER BOX - High quality, medium	piece	50		
	HAND SANITIZER				
16	ALCOHOL ETHYL - 1,000ml per bottle, good quality	bottle	50		
17	DISTILLED WATER - 5 liters/ bottle, good quality	bottle	10		
18	DISHWASHING LIQUID - 300 grams/ pack, good quality	pack	40		
19	CHEMICAL THICKENER MOISTURIZER - glycerin liquid, 500 grams, good quality	gram	40		
20	COLORANT - various color, 60ml per bottle, good quality	bottle	60		
21	SCENT DESIRE - 250ml per bottle, good quality	bottle	50		
22	OVAL PET CLEAR BOTTLE FLIPTOP - 10ml, 10 bottles per pack, good quality	pack	50		

Amount in Words: _____



Delivery Period : Upon request by the end-user not later than December 31, 2025

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

