



**REQUEST FOR QUOTATION/BID FORM**

Date: May 06, 2025  
 PR No.: 2025-04-713  
 Fund: 101  
 End-User: Maria Concepcion S. Vera, DIT

**Project Name:** Procurement of Textbooks & Instructional Materials for College of Information & Communication Technology  
**ABC:** Ninety Seven Thousand Three Hundred Twenty Eight Pesos (Php97,328.00)  
**Mode of Procurement:** NP-Small Value Procurement (Section 53.9 of the 2016 RIRR of RA 9184)  
**Mode of Evaluation:** Itemized Evaluation  
**Delivery Period:** Thirty (30) calendar days upon receipt of P.O.

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below and submit your quotation duly signed by your representative not later than **MAY 13, 2025** sealed in an envelope.

  
**GEMMA G. ACEDO, Ph.D.**  
 BAC Chairperson

**Note:**

1. Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
2. 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.
3. Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Bidder may submit, if available, original brochure showing certifications of the product being offered.
5. Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
6. Documentary requirements shall be attached upon submission of the quotation:
  - a. *Mayor's/Business Permit*
  - b. *PhilGEPS Registration Certificate*
  - c. *Income/Business Tax Returns (for ABC's above P500K)*
  - d. *Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award*

Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
1	A Power User's Guide to FL Studio 21: Master the art of music production and advanced mixing techniques to create Billboard-charting records ISBN: 978-1803234380 Author: Noxx © /PUB YEAR: 2023	1	pc				
2	The Music Producer's Creative Guide to Ableton Live 11: Level up your music recording, arranging, editing, and mixing skills and workflow techniques ISBN: 978-1801817639 Author: Lakatos © /PUB YEAR: 2023	1	pc				





3	Mastering Adobe Animate 2023: A comprehensive guide to designing modern, animated, and interactive content using Animate, 3rd Edition ISBN: 978-1837636266 Author: Labreque © /PUB YEAR: 2023	1	pc				
4	Adobe Animate Classroom in a Book 2024 Release 1st Edition ISBN: 978-0138317713 Author: Chun © /PUB YEAR: 2024	1	pc				
5	3G Handy Guide: Digital Production and Editing (with Access code) (2nd Edition) ISBN: 978-1984680754 Author: 3G © /PUB YEAR: 2023	1	pc				
6	3D Character Rigging in Blender: Bring your characters to life through rigging and make them animation-ready ISBN: 978-1803238807 Author: Kelly © /PUB YEAR: 2024	1	pc				
7	Sculpting the Blender Way: Explore Blender's 3D sculpting workflows and latest features, including Face Sets, Mesh Filters, and the Cloth brush ISBN: 978-1801073875 Author: Greer © /PUB YEAR: 2022	1	pc				
8	3D Environment Design with Blender: Enhance your modeling, texturing, and lighting skills to create realistic 3D scenes ISBN: 978-1803235851 Author: Hamdani © /PUB YEAR: 2023	1	pc				
9	Pocket Anatomy: Figure Drawing Handbook in Color for Artists, Learning How to Draw Human Body by Simplifying the Complex Structures of the Body and Understanding the Human Form ISBN: 979-8880318186 Author: Martin © /PUB YEAR: 2024	1	pc				
10	Digital Painting Made Simple: Create Captivating Portraits in Clip Studio Paint, Procreate, Photoshop & More ISBN: 978-1645675525 Author: Tepes © /PUB YEAR: 2025	1	pc				
11	Writing for Animation, Comics, and Games ISBN: 978-0815379379 Author: Marx © /PUB YEAR: 2021	1	pc				
12	Start Here: A Beginners Guide To Writing Your First Screenplay (Black & White) ISBN: 979-8852795229 Author: Seybolt	1	pc				



13	Modern Recording Techniques: A Practical Guide to Modern Music Production (Audio Engineering Society Presents) 10th Edition ISBN: 978-1032197159 Author: Huber	1	pc				
14	Blender 4.2 Guidebook: Step-by-Step Guide to Mastering Animation, 3D Modeling, Rendering and Visual Effects for Beginners and Experts ISBN: 979-8338759578 Author: Sternert	1	pc				
15	The ASQ Certified Quality Improvement Associate Handbook Fourth Edition ISBN: 978-1951058128 Author: Duffy © /PUB YEAR: 2020	1	pc				
16	Your Career in Animation (2nd Edition): How to Survive and Thrive ISBN: 978-1621537489 Author: Levy © /PUB YEAR: 2021	1	pc				
17	Video-Based Action Research ISBN: 9781032539980 Author: Kimberly Lebak © /PUB YEAR: 2025	1	pc				
18	Creative Research Methods for Critical Event Studies ISBN: 9781032686400 Edited by Louise Platt, Rebecca Finkel and Briony Sharp © /PUB YEAR: 2025	1	pc				
<b>TOTAL BID PRICE</b>							

After having carefully read and accepted your General Conditions, I/We submit our quotation/s for the item/s above.

\_\_\_\_\_  
*Signature over Printed Name*

\_\_\_\_\_  
*Position/Designation*

\_\_\_\_\_  
*Office Mobile No. / E-mail Address*

**TERMS AND CONDITIONS**

1. Quotations exceeding the Approved Budget for the Contract shall be rejected.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
3. The item/s shall be delivered according to the accepted offer of the bidder.
4. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
5. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CatSU may 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.
6. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.