



Republic of the Philippines  
**Early Childhood Care and Development Council**

4th Floor Belvedere Tower, No. 15 San Miguel Ave., Ortigas Center, Pasig City 1605  
Telephone & fax: (02) 571-4615 / 571-6590 / 571-6833 / 571-8041 email address: info@eccdcouncil.gov.ph

# REQUEST FOR QUOTATION

RFQ Reference No. 2023-10-

## SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS MUSICAL INSTRUMENTS FOR 46 NATIONAL CHILD DEVELOPMENT CENTERS (NCDs) NATIONWIDE

The Early Childhood Care and Development Council (ECCDC), intends to apply the sum of **FOUR HUNDRED FIFTY-EIGHT THOUSAND FIVE HUNDRED TWENTY-EIGHT PESOS (Php458,528.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the corresponding item, more particularly described as follows:

ITEM NO.	ITEM	UNIT	QTY	UNIT PRICE	AMOUNT
1	Snare Drum	unit	46	2,223.00	102,258.00
2	Tambourine	unit	46	628.00	28,888.00
3	Maracas	set	46	735.00	33,810.00
4	Ukulele	unit	46	1,303.00	59,938.00
5	Lyre	unit	46	1,216.00	55,936.00
6	Bell (sorbetes)	unit	46	642.00	29,532.00
7	Cymbal pairs	set	46	2,575.00	118,450.00
8	DVD/CD-Songs and Rhymes for Children	unit	46	646.00	29,716.00
<b>Total ABC</b>					<b>458,528.00</b>

In view of this, may we request Suppliers to submit quotations with the following requirements, terms, and conditions for compliance:

For submission:

1. Minimum Eligibility Requirements:
  - a. PhilGEPS Registration Number;
  - b. Business/Mayor's Permit for 2023 issued by the city or municipality when the principal place of business of the prospective supplier is located or equivalent.
  - c. Income/Business Tax Return
  - d. BIR Certificate of Registration
2. Technical Requirements:
  - a. Completed filled out ECCDC Technical Documents (Annex I – Technical Quotation Form)
  - b. Technical Specifications (Annex II)
  - c. Omnibus Sworn Statement (Annex III)
3. Financial Requirements:
  - a. Completely filled out Financial Quotation Form (Annex IV) – Supplier's price proposal must not be more than the ABC and must be inclusive of VAT;



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- b. Price must be valid for One Hundred Twenty (120) calendar days upon submission of quotation.

Should your company be interested, you may submit your open quotation on or before **November 19, 2023**, not later than 4:00 PM thru email address: [\*\*bac@eccdcouncil.gov.ph\*\*](mailto:bac@eccdcouncil.gov.ph)

Thank you.

**NECITAS D. LARGO**  
BAC, Chairperson

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the Supply and Delivery of One (1) Lot Various Musical Instruments for 50 National Child Development Centers (NCDCs) Nationwide.

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Name of Company (in print)

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Signature of Company Authorized Representative

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Name & Designation of Company Authorized Representative (in print)

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Contact Details (Tel. No. Fax No. & Email Address)

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Date



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**Annex I**

**TECHNICAL QUOTATION FORM**

**SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS MUSICAL INSTRUMENTS FOR 46  
NATIONAL CHILD DEVELOPMENT CENTERS (NCDCs) OF THE ECCD COUNCIL**

**RFQ Reference No. 2023-10-  
SMALL VALUE PROCUREMENT**

Instruction to the Bidder: Indicate "Comply: (per line no.) under the Supplier's Statement of Compliance if the bidder can meet the requirements of the technical specifications. Do not leave any blank.			
Line No.	REQUIREMENTS IF AWARDED THE CONTRACT		Supplier's Statement of Compliance
1)	Delivery Period	Within sixty (60) calendar days of receipt of the Notice to Proceed	
2)	Delivery Place	ECCD Council Warehouse within Metro Manila.	
3)	Packaging	<ul style="list-style-type: none"><li>The supplier is required to pack the learning materials in a master box (<b>heavy-duty corrugated carton box, double-wall, brand new/specifically according to this project</b>) per designated areas with the label. Dimension of each master box per designated destination must be submitted to ECCDC within five (5) calendar days from receipt of Notice of Award.</li></ul>	
3)	Warranty	<ul style="list-style-type: none"><li>Six (6) months from acceptance of goods.</li><li>Warranty period shall commence from the date of acceptance by the end-user</li><li>The warranty shall cover the full replacement of defective items, free of charge. Replacement shall be made within seven (7) calendar days after receipt of Notice from ECCDC. For acceptance, all delivered items will be subjected to visual inspections at ECCDC Warehouse to be conducted by the ECCDC Inspectorate team</li></ul>	
4)	Other requirements	<ul style="list-style-type: none"><li>Present a prototype/sample for each required item within seven (7)) calendar days after receipt of Notice of LCB/SCB. The prototype must be in accordance with the required technical specifications.</li><li>The LCB/SCB will only be allowed to replace/rectify deficiencies noted in the prototype one (1) time within five (5) calendar days after the receipt of the Notice to Replace/Rectify.</li><li>As one of the documentary requirements for payment (as applicable), submit certified true copies of pertinent tax receipts and duties paid on the imported parts/equipment pursuant to COA Memo No. 90-684 dated Dec. 5, 1990/Administrative Order No. 200 dated November 20, 1990. For locally purchased materials, the BIR registered sales invoice of the seller is acceptable.</li></ul>	

I/We, the undersigned bidder, hereby bid to supply/deliver/perform the above-described items. I/We undertake, if our bid/quotation is accepted, to deliver the items in accordance with the stated requirements. Until a formal Contract/PO is prepared and signed, this bid/quotation is binding on us.

\_\_\_\_\_  
Name of Company (In print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)



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\_\_\_\_\_ Date

**Annex II (Page 1 of 5)**

**TECHNICAL SPECIFICATIONS**

**SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS MUSICAL INSTRUMENTS FOR 46 NATIONAL CHILD DEVELOPMENT CENTERS (NCDCs) NATIONWIDE**

**RFQ Reference No. 2023-10-**

**ITEM NO. 1 – SNARE DRUM**

**SAMPLE PICTURE**



**Front**



**Back**

**SPECIFICATIONS:**

- student snare drum, small
- Drum:
  - Size: 25cm - 33cm diameter
  - Size tolerance: ±5cm
  - Shell material is made of aluminum, glossy, color blue or yellow or green
  - Drum head top: White coating
  - Drum head bottom: Clear
- with an adjustable strap and case, strap is made of fabric
- 1 pair of drumsticks, made of wood
- Packaging: Manufacturing packaging

Conforme: _____ Bidder's Company Name _____ Name & Signature of Authorized Representative _____ Designation _____ Date
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**Annex II (Page 2 of 5)**

**ITEM NO. 2 - TAMBOURINE**

**SAMPLE PICTURE**



**SPECIFICATIONS:**

- material is made of wood, small
- size: 20.32cm diameter
- size tolerance:  $\pm 2.5$ cm
- Packaging: Manufacturing packaging

**ITEM NO. 3 – MARACAS**

**SAMPLE PICTURE**



**SPECIFICATIONS:**

- 1 pair, made of wood
- overall length: 25.4cm - 27.94cm,  $\pm 2.5$ cm
- Packing Material: Manufacturing packaging

Conforme:
_____
Bidder's Company Name
_____
Name & Signature of Authorized Representative
_____
Designation
_____
Date



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**Annex II (Page 3 of 5)**

**ITEM NO. 4 – UKULELE**

**SAMPLE PICTURE**



**SPECIFICATIONS:**

- ukulele is made of wood, small, painted coated, color: green or blue or brown
- Overall length: 60 cm
- Size tolerance:  $\pm 2.5$ cm
- With the case, made of leatherette
- Packaging Material: Manufacturing packaging

**ITEM NO. 5 – LYRE**

**SAMPLE PICTURE**



**SPECIFICATIONS:**

- small size, ordinary
- the material is made of steel
- With the case, made of polyrubber
- Packaging: Manufacturing packaging

Conforme:
_____
Bidder's Company Name
_____
Name & Signature of Authorized Representative
_____
Designation
_____
Date



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**Annex II (Page 4 of 5)**

**ITEM NO. 6– HAND BELL (SORBETES)**

**SAMPLE PICTURE**



**SPECIFICATIONS:**

- Hand bell
- Handle:
  - Material is made of wood
  - Length: 11cm - 14cm (±2.5cm)
- Bell
  - material is made of copper
  - 8 cm diameter, tolerance: ±1.5cm
- Packaging: Manufacturing packaging

**ITEM NO. 7– CYMBAL**

**SAMPLE PICTURE**



**SPECIFICATIONS:**

- Cymbal pairs are tonally matched
- Made of Brass alloy
- Size: 25.4cm-30.48cm diameter
- Size tolerance:±2.5cm
- Packing Material: Manufacturing packaging

Conforme: <hr style="width: 80%; margin: 0 auto;"/> Bidder's Company Name <hr style="width: 80%; margin: 0 auto;"/> Name & Signature of Authorized Representative <hr style="width: 80%; margin: 0 auto;"/> Designation <hr style="width: 80%; margin: 0 auto;"/> Date
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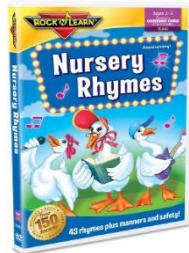
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**Annex II (Page 5 of 5)**

**ITEM NO. 8 – DVD/CD-SONGS RHYMES FOR CHILDREN**

**SAMPLE PICTURE ONLY**



**SPECIFICATIONS:**

- Songs and Rhymes for Children, min. of 40 minutes to play
- Format: DVD/CD
- Must contain any 35 nursery rhymes from the following:
  1. *Humpty Dumpty*
  2. *We Need to Be Careful*
  3. *Three Little Kittens*
  4. *There Was an Old Woman*
  5. *Mary Had a Little Lamb*
  6. *Where Has My Little Dog Gone?*
  7. *Little Bo-Peep*
  8. *Millie and Matthew*
  9. *Baa, Baa, Black Sheep*
  10. *I Had a Little Pony*
  11. *This Old Man*
  12. *Thirty Days*
  13. *Going to St. Ives*
  14. *Bow-Wow, Says the Dog*
  15. *Hickory Dickory Dock*
  16. *Jack and Jill*
  17. *Sing a Song of Sixpence*
  18. *Two Little Blackbirds*
  19. *Old King Cole*
  20. *Hey Diddle Diddle*
  21. *Little Miss Muffet*
  22. *Mary, Mary*
  23. *Peter Pumpkin Eater*
  24. *Georgie Porgie*
  25. *Jack Be Nimble*
  26. *Jack*
  27. *Lucy Locket*
  28. *To Market, To Market*
  29. *This Little Piggy Went to Market*
  30. *Pat-a-Cake*
  31. *Hot Cross Buns*
  32. *Little Tommy Tucker*
  33. *Little Jack Horner*
  34. *Jack Sprat*
  35. *Row, Row Your Boat*
  36. *London Bridge*
  37. *Twinkle, Twinkle Little Star*
  38. *Star Light, Star Bright*
  39. *Rub-a-Dub-Dub*
  40. *Diddle, Diddle, Dumpling*
  41. *Little Boy Blue*
  42. *Wee Willie Winkie*
  43. *Rock-a-Bye Baby*

Conforme:

\_\_\_\_\_  
Bidder's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date





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**ANNEX III**

**SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS MUSICAL INSTRUMENTS FOR 46  
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**RFQ Reference No. 2023-10-**

**OMNIBUS SWORN STATEMENTS (Revised)**

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with the law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**



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4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act**



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**No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_,  
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBED AND SWORN TO BEFORE ME** this \_\_\_\_\_ day of \_\_\_\_\_ at  
\_\_\_\_\_, Philippines. Affiant exhibited to me \_\_\_\_\_ issued  
\_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 2023



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**ANNEX IV**

**FINANCIAL QUOTATION FORM**

**SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS MUSICAL INSTRUMENTS FOR 46  
NATIONAL CHILD DEVELOPMENT CENTERS (NCDCs) NATIONWIDE**

**RFQ Reference No. 2023-10-**

Line No.	Description	ABC (PhP)				Supplier's Bid Price (PhP)	
		Unit	Qty.	UNIT ABC	ABC	Unit Price	Total Amount/Bid Price
1	Snare Drum	unit	46	2,223.00	102,258.00		
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8	DVD/CD-Songs and Rhymes for Children	unit	46	646.00	29,716.00		
<b>Total ABC</b>					<b>458,528.00</b>	<b>SUPPLIER'S BID PRICE</b>	

**Total Bid Price in Words:**

**Notes:**

- The Financial Quotation must not exceed ABC.
- The Total ABC of this project is inclusive of ALL REQUIREMENTS for the Project
- The financial quotation is inclusive of all taxes, duties, transportation costs, delivery charges, and all costs relative to the supply and delivery for this project.
- The supplier shall assume all risks until the goods have been delivered at the site and accepted by **ECCDC**.

I/We, the undersigned Supplier, having examined the Technical Documents for this project hereby OFFER to supply/deliver/perform the above-described items. I/We undertake, if the proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation. Until a formal Contract/PO is prepared and signed, this proposal is binding on us.

\_\_\_\_\_  
Name of Company (In print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date