



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
 2nd Floor, Procurement Department,
 Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION

Negotiated 53.9

Date:
PR No:

DEC 01 9 2020

GF-20-10-01966

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : **Procurement of Food and Others**
 Approved Budget for the Contract : **Php 899,275.00**
 End-User / Implementing Office : **Office of the City Mayor**

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 DEC 14 2020 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 (2020);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2018) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB);
- 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** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **Food and Others**

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For any clarification you may contact us at 89884242 loc. 8505/8709.

ATTY. DOMINIC B. GARCIA
 Officer-In-Charge/Head, BAC Secretariat

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 and 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
	Quezon City Consultative Summit Supplies and Rentals				
1	Ballpen, fine point, black ink color	Piece	750		
2	Notebook, spiral with yarn, 80 leaves	Piece	750		
3	Plastic Envelope, Expanding Plastic envelope durable pushlock	Piece	750		
4	Tarpaulin, 12ft x 16ft	Piece	1		
5	Chair, monobloc for adults without armrest	Piece	750		
6	Rental- Sound System & lights with accessories (microphone with stand and wireless microphone, speaker with tripods) including manpower to install and dismantle, 1 unit LED Wall Screen	Lot	1		
7	Printing of Implementation Plan-Ring Binded, Legal Size	Piece	5		
8	Food Breakfast: Plain rice, corn beef, egg, pineapple, 500ml water, Lunch: Plain rice, 2pcs. Chicken, sauté veggies, lecheflan, 500ml water, Snack: Shawarma, apple, Iced tea 500	Pax	750		
	Total Quoted Amount				

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

GF-20-10-1966