



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : December 05, 2019
RFQ No. : 19-W15-1009

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : Food and drinks for regular meetings by the Office of the majority Floor leader
Approved Budget for the Contract : Php986,000.00
End-User / Implementing Office : OFFICE OF COUN. FRANZ S. PUMAREN

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 **December 12, 2019 Thursday, 9:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 Mayor's/Business Permit (2019);
- 2 PhilGEPs certificate (not expired on the time of opening of quotations);
- 3 Income/Business Tax Return (for FY 2018); and
- 4 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).

in a **SEALED LONG BROWN ENVELOPE** indicating **ONLY** the project title and address as indicated below:

Additional Instructions:

- 1 Affix the signature of your company representative on the sealed envelope flap.
- 2 Only the project name and address should be written / printed on the envelope.

Project Title : Food and drinks for regular meetings by the Office of the majority Floor leader

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For any clarification you may contact us at 89884242 loc. 8505/8506.

(Sgd.) ROWENA T. MACATAO
BAC-Goods Chairperson

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
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 initiated by you or any of your duly authorized representative/s.
7. The City General Services Office (CGSO) shall have the right to inspect and/or to test the goods and confirm their compliance to the technical specifications.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. After delivery and upon the submission of the required supporting documents, i.e. sales invoice and/or billing statement, by the contractor, the Quezon City Local Government shall make payment through check in favor of the contractor.
10. 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. CGSO 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.
11. 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:

| QUOTATION | | | | | | | |
|-----------------------------------|--|------------|------------------------------|--------------------------------------|-------------------|----------------------------|------------------------|
| Summary of Approved Budget | | | | Total offered Quotation | | | |
| Item Description | | Qty | Unit of Measure (UOM) | <i>(Inclusive of taxes and fees)</i> | | | |
| (Technical Specifications) | | | | Unit Cost | ABC Amount | Vendor's Unit Price | Vendor's Amount |
| 1 | Lunch : Beef with broccoli, Grilled tuna with onions, Steamed rice and buttered mix vegetables, banana Snacks: Chicken Pie Drinks: Iced tea, Coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 2 | Lunch : Beef teriyaki, Fried Chicken, Togue saute, Steamed rice, and Mango Pearl Snacks: Mamon Drinks: Iced tea, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 3 | Lunch : Pork Menudo, Fried Galonglong, Pakbet, Steamed rice, and carrot cake Snacks: Ensaymada with ube Drinks: Orange, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 4 | Lunch : Chicken/Pork adobo, Daing na Bangus, Pakbet, Steamed rice and brownies Snacks: Tuna Sandwich Drinks: Softdrink, Coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 5 | Lunch : Chicken Afritada, Breaded Prok Chop, Chopsuey steamed rice and fruits in Season Snacks: Palabok with kutsinta Drinks: Softdrinks, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 6 | Lunch : Pineapple Chicken, Fish Fillet, Buttered vegetables, steamed rice and buko pandan Snacks: Ham and Cheese Sandwich Drinks: Softdrinks, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 7 | Lunch : Chicken Caldereta, Bangus Steak, Lumpia Sariwa, steamed rice, Melon/pakwan Snacks: Spaghetti with toasted bread Drinks: Softdrink, Coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 8 | Lunch : Roast Beef, Daing na Bangus, Ampalaya with sotanghon steamed rice and Mango Pearl Snacks: Pansit Canton/Sotanghon with puto Drinks: Softdrinks, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 9 | Lunch : Grilled Pork steak, Sinigang na Bangus, Saute Carrots and sayote, Leche plan Snacks: Ginatan Halo Halo Drinks: Iced tea, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 10 | Lunch : Beef with mushroom, Grilled Tuna, buttered vegetables steamed rice and brownies Snacks: Cinnamon bread Drinks: Iced tea, Coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 11 | Lunch : Kare Kare, Chilli Garlic Mussels, fish fillet, steamed rice and coffee jelly Snacks: Ginatan Mais Drinks: Softdrinks, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 12 | Lunch : Beef Caldereta, Fish fillet, Chopsuey, stamed rice and pineapple jelly Snacks: Egg sandwich Drinks: Iced tea, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 13 | Lunch : Menudo, Grilled tuna with onions, buttered mix vegetables, steamed rice and banana Snacks: Chicken Pie Drinks: Iced tea, Coffee and water | 88 | pax | 450.00 | 39,600.00 | | |

| | | | | | | | |
|----|---|----|-----|---------------|-------------------|---------------|--|
| 14 | Lunch : Grilled Pork Steak, Fried Chicken, Vegetable stir fry, steamed rice and salad Snacks: Ensaymada with ube Drinks: Iced tea, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 15 | Lunch : Pork Menudo, Bangus steak, Pakbet, Steamed rice, and banana Snacks: Biko Drinks: Orange, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 16 | Lunch : Pork Puto, Daing na Bangus, Lumpia Ubod, Steamed rice and Buko Pandan Snacks: Chicken Sandwich Drinks: Softdrink, Coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 17 | Lunch : Chicken pork Adobo, Fried Alumahan salaylay, Pakbet steamed rice and fruits in Season Snacks: Palabok with kutsinta Drinks: Softdrinks, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 18 | Lunch : Ampalaya con Carne, Drilled Blue Marlin, Ginisang togue, steamed rice and minatamis na sanging Snacks: Spaghetti with toasted bread Drinks: Softdrinks/, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 19 | Lunch : Beef Salpicao, Bangus Steak, Limpia Sariwa, steamed rice, Gelatin with nata de Coco Snacks: Carbonara Pasta with toasted bread Drinks: Softdrink, Coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 20 | Lunch : Beef Caldereta, Fish fillet, Chopsuey steamed rice banana Snacks: Pesto Pasta with teasted bread Drinks: Softdrinks, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 21 | Lunch : Chicken Afritada, Breaded Pok Chop, Saute Carrots and sayote, Leche plan Snacks: Ham and cheese sandwich Drinks: Iced tea, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 22 | Lunch : Beef with mushroom, Grilled Tuna, buttered vegetables steamed rice and brownies Snacks: Cinnamon bread D rinks: Iced tea, Coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 23 | Lunch : Beef Asado, Bangus Steak, Chopsuey, steamed rice and coffee jelly Snacks: Chicken Pie Drinks: Softdrinks, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 24 | Lunch : Beef Caldereta, Fish fillet, Chopsuey, stamed rice and pineapple jelly Snacks: Tuna sandwich Drinks: Iced tea, coffee and water | 88 | pax | 450.00 | 39,600.00 | | |
| 25 | Lunch : Kare Kare, Chile Garlic Mussels, vegetable stir fry Steamed rice, Minatamis na Saging Snacks: Tuna sandwich Drinks: Iced tea, coffee and water | 80 | pax | 450.00 | 36,000.00 | | |
| | -----Nothing Follows----- | | | TOTAL: | 986,400.00 | TOTAL: | |

OTHER INSTRUCTIONS/SPECIFICATIONS:

- The end-user will arrange with the winning vendor what 'luto' is desired a few days before the event date but the type of meat and serving size will not change.
- All water provisions shall be 500mL, distilled, bottled, and at least 6 months ahead of its expiry date on the day of the event.
- PACKED SNACKS AND PACKED MEALS are individually packed in oxo-biodegradable containers. The viands also come with an inner container if viand has a sauce. Each comes with a spoon and fork, napkins and toothpick in a tamper-evident wrapper. The packed meals come in a box of 20s. Each food pack shall have at least 100g of meat (120g if with bones), 100g of rice and 100g of vegetables. Deliveries shall arrive not more than 90 minutes before the delivery time.
- BUFFETS are to be set-up with tables and chairs (covered), where at most 8 pax are to be seated per table plus 10% allowance based on the number of guests. Set-up is complete with glasses and cutlery, decorations, flowers, and center pieces. Set up shall be made at least twelve (12) hours before the event time or when the venue is available, whichever is later. There will also be one uniformed food server/waiter/staff provided for every 15 persons availing of the buffet.
- OPEN SNACKS come with required utensils, serving trays, napkins and toothpicks in tamper-evident wrapper.
- Vendor should submit a copy of their valid Sanitary Permit

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address