



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: February 17, 2020

PR No: GF-20-02-00005

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **Food and Drinks for San Pedro Bautista/Annual Visit of Our Lady of Lourdes**
Approved Budget for the Contract : **Php 125,073.20**
End-User / Implementing Office : **Quezon City Tourism 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 February 19, 2020 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)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 6 Income/Business Tax Return (for FY 2018)

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.

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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
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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 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
1	Tarpaulin - with QC Logo and QC WELCOMES YOU Slogan, 1mm 8ft x 4ft, made of quality plastic material , waterproof	Piece	10		
2	Packed Meal - steamed rice, fried chicken with mushroom soup, coleslaw, soda or bottled water, 350ml	Pax	250		
3	Packed Snacks - ham and cheese sandwich, cheesy burger with fries and mineral water 350ml	Pax	250		
4	Candle - white#5 20's per pack	Pack	20		
5	Flower Arrangement - 6 floral sprays/basket, (per floral) spray includes: 1 dozen of Malaysian mums, 1 dozen baby's breath, 2 dozens of roses or anthurium, 1 dozen of fresh leaves	Basket	6		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

OTHER INSTRUCTIONS/SPECIFICATIONS:

1. Copy of Valid and Current Sanitary Permit issued by QC Health Department
2. Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...)

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address