



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BAC-GOODS AND SERVICES**  
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-20-02-00006

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **FOOD AND OTHERS**  
Approved Budget for the Contract : **Php246,114.38**  
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).

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

Additional Instructions:

- 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**

**Quezon City Local Government**  
**BIDS AND AWARDS COMMITTEE**  
**2/F Procurement Department, Finance Building**  
**Quezon City Hall Compound**

For any clarification you may contact us at 89884242 loc. 8506/8709.

  
**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 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, 1 mm, 8ft x 4ft, made of quality plastic material, waterproof	piece	2		
2	Tandang Sora Bust - Made of marble material with wooden case and with glass cover, name plate (made-to-order)	piece	1		
3	Plaque - 13 inches x 18 inches, made of solid brass with wooden presentation, QC Logo and Tandang Sora logo, complete citation and box	piece	1		
4	Leis/Corsage - made of fresh orchid with special ribbon	piece	4		
5	Packed Meal (Breakfast) - rice, fried chicken, hotdog with scrambled egg, with banana and bottled water (350ml)	pax	250		
6	Meal Budget (Catered) - Steamed rice/Fried rice, Daing na Bangus, Beef with Ampalaya with Oyster Sauce, Fried Fish Fillet with White Sauce, Veggie, Salt and Pepper Spareribs, Seasoned Fruits, Coffee, Bottomless Iced Tea and Soda	pax	200		
7	Budget Snacks - Special Cheesy Ensaymada with filling/Sliced Chiffon of chocolate cake with bottled water (350ml)	pax	150		
<b>Total Quoted Amount</b>					

Amount in Words: \_\_\_\_\_

Delivery Period : Thirty (30) calendar days  
 Warranty : \_\_\_\_\_

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>
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