



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 PROCUREMENT
SECTION 53.9

Date: February 09, 2021
PR No: GF-21-02-3C-CMO-GAD

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF FOOD & DRINKS AND OTHERS**
Approved Budget for the Contract : **Php 560,100.00**
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)**

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 15, 2021, 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 (2021);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2019) (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: **PROCUREMENT OF FOOD & DRINKS 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) 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 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 |
|--|--|---------------|------|------------|------------|
| PR NO. GF-21-01-00073 | | | | | |
| Quaterly Meetings (GAD EXECOM) | | | | | |
| 1 | CATERED SNACKS - Baked macaroni, toasted bread, Chicken Lollipop, Smashed Potato, Orange Juice/Bottled Water (350ml) | pax | 60 | | |
| 2 | Regular Meetings of GAD TWG HEAVY SNACKS - Spaghetti, Tuna Sandwich, Pineapple Juice / Bottled Water (350ml) | pax | 105 | | |
| 3 | Special Meetings of GAD TWG HEAVY SNACKS - Pancit Canton, Clubhouse, Iced Tea / Bottled Water (350ml) | pax | 90 | | |
| PR NO. GF-21-01-00074 | | | | | |
| Special Days Activities Programs (Women's Month Celebration 2021) | | | | | |
| 4 | AM SNACK - Spaghetti, Toasted Garlic Bread, Coke Zero / Bottled Water 350ml | pack | 837 | | |
| 5 | BREAKFAST BUFFET - Fried Rice, Fried Egg, Hotdog, Salted Egg with Tomato, Mixed-Vegetables with Egg Quail Egg Banana, Coffee / Iced Tea / Bottled Water 350ml | pax | 140 | | |
| 6 | Tarpaulin, 8ft x 12ft (96 sq.ft), as designed, with QC logo and GAD Logo, Title of Event, Women's Month Theme | pc | 6 | | |
| 7 | Tarpaulin, 3ft x 5ft (15 Sq.ft), as designed with QC Logo and GAD Logo, Title of Event, Women's Month Theme (10pcs per district x 6 district) | pc | 60 | | |
| 8 | Stage Design: such as, but not limited to balloons, flowers. Sound system consist of 2 stage light, 4 mic., 4 speaker with stand, amplifier, 2 spotlight with stand. | lot | 1 | | |

| | | | | | |
|---|---|-------|-----|--|--|
| PR NO. GF-21-01-00075 | | | | | |
| Special Days Activities Programs (Essay Writing Contest) | | | | | |
| 9 | Food & Drinks (15 pax x 2 meetings) LUNCH - Rice, Chicken Barbeque and Mixed Vegetable, Leche flan , Juice /Bottled water 350ml | pax | 30 | | |
| 10 | Food & Drinks - Teacher's Forum AM SNACK - Baked macaroni, Sandwich, Coffee, Juice / Bottled water 350ml LUNCH - Rice, Pork Adobo, fried Shanghai Roll, Vegetable, Banana, Iced Tea / Bottled water 350ml | pax | 160 | | |
| 11 | CERTIFICATE OF AWARDS with frame, 8.5 x 11 inches, wooden with glass | piece | 50 | | |
| | Total Quoted Amount | | | | |

Amount in Words:_____

_____.

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

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address