



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 : November 23, 2019
RFQ No. : 19-W6-1021

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : Meals and Drinks for Maternal Health, Child Health and Environmental Sanitation Programs in QC
Approved Budget for the Contract : Php302,000.00
End-User / Implementing Office : OCM-QC HEALTH 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 November 28, 2019, Thursday 9:00AM 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 : Meals and Drinks for Maternal Health, Child Health and Environmental Sanitation Programs in QC

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

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

(Sgd.) Ms. 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 (Technical Specifications)		Qty	Unit of Measure (UOM)	<i>(Inclusive of taxes and fees)</i>			
				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1	Maternal Health: Quarterly Clinical Case Conferences Snack: Spaghetti with Meats Sauce, 2 pcs Toasted bread with Butter, Bottled Mineral Water 500ml	180	pax	250.00	45,000.00		
2	Child Health: Quarterly Meeting of Data Quality Check AM Snack: Pansit Sotanghon, Toasted Bread with Butter, with 2 sticks Pork Barbecue, Bottled Mineral water 500ml	80	pax	250.00	20,000.00		
3	Lunch: Pork Sinigang, Fried Tilapia, fried Chicken, Plain Rice, Buko Pandan, Bottled Mineral water 500ml	80	pax	350.00	28,000.00		
4	PM Snack: Cheesy Ensaymada, Bottled Mineral water 500ml	80	pax	150.00	12,000.00		
5	Conduct of Rapid Coverage Assessment - Semi-Annual Snack: Arrozcaldo with egg and chicken, 2 pcs Fried Lumpiang Togue, with Tokwat Baboy	160	pax	250.00	40,000.00		
6	Environmental Sanitation: Quarterly Meeting for the Quezon City Business Club and Establishments, Junk Food and Sugary Drinks TWG, Sanitation Inspectors etc Snacks: Baked Macaroni, Garlic Bread, Bottled Mineral Water 500ml, with 1 piece Chicken	628	pax	250.00	157,000.00		
-----Nothing Follows-----				TOTAL:	302,000.00	TOTAL:	

OTHER INSTRUCTIONS/SPECIFICATIONS:

1. 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
2. All water provisions shall be 500mL, distilled, bottled, and at least 6 months ahead of its expiry date on the day of the event.
3. 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.
4. 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.
5. OPEN SNACKS come with required utensils, serving trays, napkins and toothpicks in tamper-evident wrapper.
6. Vendor should submit a copy of their valid Sanitary Permit

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address