



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: \_\_\_\_\_  
Project No: SSDD-21-FOODSTUFF-  
135

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **Procurement of Family Food Packs**  
Approved Budget  
for the Contract **Php 273,120.00**  
End-User / **Social Services Development Department**  
Implementing 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 \_\_\_\_\_ 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 2020) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the **QC-BAC Goods and Services**
- 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 Family Food Packs**

**Quezon City Local Government**  
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For any clarification you may contact us at 89884242 loc. 8505/8709.

**(Sgd.) 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 and 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
1	Cocoa Powder, 200grams/pack good quality	pack	100		
2	Rice 25 kilos/pack, good quality	pack	100		
3	Sugar brown, 1kilo/pack, good quality	kilo	100		
4	Monggo, 1kilo/pack, good quality	kilo	100		
5	Malagkit, 1kilo/pack, good quality	pack	100		
6	Powdered Milk, 330grams/pack, good quality	pack	100		
7	Iodized Salt, 250g/pack, good quality	pack	100		
8	Misua, 200 grams/pack, branded, good quality	pack	200		
9	Hot cake mix, 500g/box, branded, good quality	box	100		
10	Tuna Flakes in oil, 180 grams/can with heart friendly omega 3, good quality	can	100		
11	Pork & Beans, 230grams/can, good quality	can	100		
12	Sardines, 155 grams/can, good quality	can	100		
13	Sausage, 260g/can, good quality	can	100		
14	Evaporated Milk, 370ml/full cream, good quality	can	100		
15	Corned Beef, 190grams/can, good quality	can	100		
16	Spaghetti Noodles, 1kilo/pack, good quality	pack	100		

17	Macaroni, 1kilo/pack, good quality	pack	200		
18	Noodles, instant noodles, 55grams/pack, good quality	pack	600		
19	Biscuit, Cracker, 28grams/pack, 10's/pack	pack	100		

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

Delivery Period : **Fifteen (15) Calendar Days**

Warranty : \_\_\_\_\_

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address

SSDD-21-FOODSTUFF-135