



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 : November 16, 2021
PR No. : CAO-21-CS-558B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF FOOD AND DRINKS
Approved budget of the Contract : P 298,920.00
End-User / Implementing Office : OFFICE OF THE CITY ADMINISTRATOR

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 19, 2021 , 10:00am 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; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00)
- 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 AND DRINKS
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.

LATTY. 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	PACKED MEALS (Lunch) Food Choices: Rice, 1 to 1 1/2 cup Fish-1 pc or slice - Fish Fillet with Lemon dip and vege side dish Chicken- 1 leg or half breast- baked chicken breast, with vege side dish Lean Meat- 2 servings- Roast pork with vege side dish & mashed potato Choices of Side Dishes: 2 pieces of tokwa Fruits-1 banana or 1 orange, slice of ripe papaya Vegetables- choice of broccoli, ampalaya, kalabasa, malunggay, carrot Vegetable salad Note: should follow Go, Grow, Glow pattern per serving Drinks: bottled water /brewed coffee, hot tea, buko juice	pack	744		
2	PACKED SNACKS Food Choices: Noodles- Spaghetti with meatballs and 2 pcs puto , Hot tea or Water Pansit Bihon/Canton Guisado with 2 pcs pandesal with Coffee or Water Chicken or Tuna Sandwich with fruit juice, coffee, tea or water 1 to 2 pes of medium camote with hot tea 1 cob corn, steamed/broiled choice of coffee or tea Choices of side dishes: mix fruit salad/ vegetable salad Fresh Fruit Juice, Brewed coffee, hot tea	pack	906		
	Terms of Reference: 1. Supplier will supply and deliver the food at City Hall or in such other places designated by the end-user 2. Delivery is per activity 3. The city shall pay the supplier upon the completion of delivery and acceptance of the goods delivered therein and upon presentation of the billing statement 4. Comply with the QC Nutritional Standards				
Total Quoted Amount					

Amount in Words: _____

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

Delivery Period

:

Upon request by the end-user not later than December 31,2021

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address