



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 21, 2022**

Project No. : **SSDD-22-FOODSTUFF-328**

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **SUPPLY AND DELIVERY OF FOOD SUPPLIES**

Approved budget of the Contract : **Php 683,028.00**

End-User / Implementing Office : **SOCIAL SERVICES DEVELOPMENT 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 24, 2022, 9:00 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 (2022);
- 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.

<p>Project Title : <u>SUPPLY AND DELIVERY OF FOOD SUPPLIES</u></p> <p>Quezon City Local Government BIDS AND AWARDS COMMITTEE 2/F Procurement Department, Finance Building Quezon City Hall Compound</p> <p>For any clarification you may contact us at <u>89884242 loc. 8506/8709.</u></p>

(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 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
	VEGETABLES				
1	Potato, per kilo, good quality	kilo	60		
2	Cabbage, per kilo, good quality	kilo	60		
3	Squash, per kilo, good quality	kilo	61		
4	Upo, per kilo, good quality	kilo	60		
5	Sayote, per kilo, good quality	kilo	60		
6	Onion, per kilo, good quality	kilo	60		
7	Garlic, per kilo, good quality	kilo	60		
	FISH				
8	Hibe, 1 kilo/pack, good quality	kilo	60		
	DAIRY PRODUCTS				
9	Egg, 30's/ tray, large	tray	280		
10	Evaporated Milk, 370 ml/can, 48's/box.	box	50		
	OTHER INGREDIENTS				
11	Cooking Oil, Vegetable Oil-1 Liter, good quality	liter	1,000		
12	Cocoa Powder, 200 grams/pack, 24 pcs/box, good quality, branded	box	15		
13	Instant Noodles, 55g, 72's/box	box	200		
	Total Quoted Amount				

Amount in Words: _____

TERMS AND CONDITIONS:

- a) CONTRACT PERIOD: upon request of the end-user not to exceed December 31, 2022 or until the allocated budget has consumed whichever comes first
- b) PLACE OF DELIVERY: The Supplier will supply the foodstuffs at Social Services Development Department Quezon City
- c) SCHEDULE OF DELIVERY: The Supplier shall deliver the foodstuff upon written request of the End-User as to quantity, items and time of delivery, not to exceed Dec. 31, 2022
- d) CONSIDERATION: The total consideration, as allocated by the City, shall be computed on a monthly allocation.
- e) TERMS OF PAYMENT: The City shall pay the supplier upon delivery and acceptance of the goods delivered herein and upon presentation of the billing statement:
- f) ASSIGNMENT: Unless otherwise expressly stipulated or a prior written approval of the QUEZON CITY GOVERNMENT is secured. The Purchase Order shall not be assigned or subjected to any other party or parties.
- g) DAMAGES: The Supplier shall indemnify the Quezon City Government against all losses and claims for injuries or damages to any person or properly whatsoever which may arise in consequence of the performance of this contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto.
- h) DEFAULT: In the event that the supplier has not fully complied with its promise to provide the foregoing services, in the

required specifications as agreed upon, or in any manner has failed to satisfactorily perform its obligations, the same shall be barred upon proper recommendation, from future transactions with the QUEZON CITY GOVERNMENT, without prejudice to any legal action, if appropriate.
i) VENUE OF ACTION: All disputes, claims or questions which may arise out of the Purchase Order shall be filed in the competent courts of Quezon City, at the Option of the QUEZON CITY GOVERNMENT, to the exclusion of all other courts.

Delivery Period : upon request of the end-user not to exceed December 31, 2022 or until the allocated budget has consumed whichever comes first

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address