



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : JUN 21 2022  
PROJECT NO. : HEALTH-22-CS1-781

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **Procurement of Food and Drinks for Pre-Strategic Planning Workshop**  
Approved Budget of the Contract : **Php 90,000.00**  
End-User / Implementing Office : **Quezon City 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 **JUN 24 2022, 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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 for Pre-Strategic Planning Workshop**

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

or any clarification you may contact us at 89884242 loc. 8506/8709.

  
**ATTY. DOMINIC B. GARCIA**  
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
	DAY 1				
1	AM SNACK – chicken arrozcaldo, tokwa’t baboy, bottled mineral water 500ml	Pax	30		
2	LUNCH - pork menudo, fried tilapia medium size, pakbet, steamed rice, fresh fruits, bottled mineral water 500ml	Pax	30		
3	PM SNACK - chicken empanada, bottled mineral water 500ml	Pax	30		
	DAY 2				
4	AM SNACK - pancit bihon with slice of bread, 1 stick pork barbeque, bottled mineral water 500ml	Pax	30		
5	LUNCH - grilled chicken barbeque, fried lumpiang shanghai, chopsuey, steamed rice, fresh fruits, bottled mineral water 500ml	Pax	30		
6	PM SNACK - cheesy ensaymada, bottled mineral water 500ml	Pax	30		
	DAY 3				
7	AM SNACK - pansit sotanghon with puto, lumpiang shanghai, bottled mineral water 500ml	Pax	30		
8	LUNCH - mixed vegetables with shrimp and quail eggs, grilled chicken bbq, steamed rice, fresh fruits, bottled water 500ml	Pax	30		
9	PM SNACK - tuna sandwich, bottled mineral water 500ml	Pax	30		
	DAY 4				
10	AM SNACK - spaghetti with meat sauce, chicken lollipop, bottled mineral water 500ml	Pax	30		
11	LUNCH - pork and chicken adobo, fried tilapia, fresh lumpia steamed rice, fresh fruits, bottled mineral water 500ml	Pax	30		
12	PM SNACK - chicken sandwich, bottled mineral water 500ml	Pax	30		
TOTAL					

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

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

ADDITIONAL REQUIREMENTS:

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...).

3) Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy.

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

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

\_\_\_\_\_  
Date

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