



**REQUEST FOR QUOTATION  
SECTION 53.9  
SMALL VALUE PROCUREMENT**

DATE : JUNE 21, 2022

PROJECT NO. : QCYDO-22-CS1-808

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FOOD AND DRINKS  
Approved Budget of the Contract : P 473,699.80  
End-User / Implementing Office : QUEZON CITY YOUTH DEVELOPMENT 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 **JUNE 24, 2022, 10:00 AM** 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**

**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 8-988-4242 loc. 8506/8709.

**(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) 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
	<b>TRANSFORMATIONAL LEADERSHIP PROGRAM</b>				
<b>1</b>	Food and Drinks for Coordinative Meetings 10 meetings (20 packs/meeting) <ul style="list-style-type: none"> <li>• Rice – well-milled rice, 200g or 1 cup</li> <li>• Mashed Potato</li> <li>• Roast Beef</li> <li>• Mixed Vegetables – no pork ingredient</li> <li>• 350 ml purified bottled water</li> </ul> Note: With pleasing packaging	pack	200		
	<b>Food and Drinks for Trainor's Training</b>				
<b>2</b>	AM SNACKS 10 days (30 packs/day) <ul style="list-style-type: none"> <li>• Sandwich</li> </ul> -Options of: tuna sandwich, chicken sandwich, egg-mayo sandwich, chicken-mayo sandwich, quesadillas, tomato lettuce classic cheese sandwich, roast beef sandwich -White bread -Triple-decker -Club house -No pork ingredients <ul style="list-style-type: none"> <li>• Pasta</li> </ul> -Options of: spaghetti Bolognese, chicken pesto pasta, lasagna, chicken alfredo pasta, creamy carbonara, tuna pesto pasta -No pork ingredient <ul style="list-style-type: none"> <li>• 350 ml purified bottled water</li> </ul> Note: With pleasing packaging	pack	300		
<b>3</b>	LUNCH 10 days (30 pax/day) <ul style="list-style-type: none"> <li>• Rice – Jasmine rice, 200g or 1 cup</li> <li>• Chicken</li> </ul> -Options of: fried chicken, inasal or roasted chicken -leg or thigh part	pack	300		

	<ul style="list-style-type: none"> <li>Mixed Vegetables – no pork ingredient</li> <li>Caramel bar</li> <li>350 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>				
4	<p>PM SNACKS 10 days (30 pax/day)</p> <ul style="list-style-type: none"> <li>Sandwich</li> </ul> <p>-Options of: chicken sandwich, tuna sandwich, egg-mayo sandwich, chicken-mayo sandwich, quesadillas, tomato lettuce classic cheese sandwich, roast beef sandwich</p> <p>-White bread</p> <p>-Triple-decker</p> <p>-Club house style</p> <p>-No pork ingredient</p> <ul style="list-style-type: none"> <li>Pasta</li> </ul> <p>-Options of: creamy carbonara, spaghetti Bolognese, chicken pesto pasta, lasagna, chicken alfredo pasta, tuna pesto pasta</p> <p>-No pork ingredient</p> <ul style="list-style-type: none"> <li>350 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>	pack	300		
5	<p>TRAINING KITS Long Brown Envelope Spring Notebook, 80 leaves Black Ballpen ID Holder</p>	set	30		
<b>QUARANTHINGS ONLINE GALLERY</b>					
6	<p>Food and Drinks for Coordinative Meetings 5 meetings (10 packs/meeting)</p> <ul style="list-style-type: none"> <li>Puto (2 pcs.) – with cheese</li> <li>Pasta</li> </ul> <p>-Options of: spaghetti, lasagna, chicken alfredo pasta, creamy carbonara, tuna pesto pasta</p> <p>-No pork ingredients</p> <ul style="list-style-type: none"> <li>350 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>	pack	50		
<b>KYUSI-TSIKITING BULLETIN</b>					
7	<p>Food and Drinks for Coordinative Meetings 5 meetings (10 packs/meeting)</p> <ul style="list-style-type: none"> <li>Puto (2 pcs.) – With cheese</li> <li>Pasta</li> </ul> <p>-Options of: spaghetti, lasagna, chicken alfredo pasta, creamy carbonara, tuna pesto pasta</p> <p>-No pork ingredients</p> <ul style="list-style-type: none"> <li>350 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>	pack	50		
<b>LOCAL YOUTH DEVELOPMENT COUNCIL (LYDC) QUARTERLY MEETING</b>					
8	<p>AM SNACKS 4 meetings (30 packs/meeting)</p> <ul style="list-style-type: none"> <li>Sandwich</li> </ul> <p>-Options of: tuna sandwich, chicken sandwich, egg-mayo sandwich, chicken-mayo sandwich, quesadillas, tomato lettuce classic cheese sandwich, roast beef sandwich</p> <p>-White bread</p> <p>-Triple-decker</p>	pack	120		

	<p>-Club house style</p> <p>-No pork ingredient</p> <ul style="list-style-type: none"> <li>• Pasta</li> </ul> <p>-Options of: spaghetti Bolognese, chicken pesto pasta, lasagna, chicken alfredo pasta, creamy carbonara, tuna pesto pasta</p> <p>-No pork ingredient</p> <ul style="list-style-type: none"> <li>• 350 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>				
9	<p>LUNCH</p> <p>4 meetings (30 packs/meeting)</p> <ul style="list-style-type: none"> <li>• Rice – Jasmine rice, 200g or 1 cup</li> <li>• Chicken</li> </ul> <p>-Options of: fried chicken, inasal or roasted chicken</p> <p>-leg or thigh part</p> <ul style="list-style-type: none"> <li>• Mixed Vegetables – no pork ingredient</li> <li>• Caramel bar</li> <li>• 350 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>	pack	120		
10	<p>PM SNACKS</p> <p>4 meetings (30 packs/meeting)</p> <ul style="list-style-type: none"> <li>• Sandwich</li> </ul> <p>-Options of: chicken sandwich, tuna sandwich, egg-mayo sandwich, chicken-mayo sandwich, quesadillas, tomato lettuce classic cheese sandwich, roast beef sandwich</p> <p>-White bread</p> <p>-Triple-decker</p> <p>-Club house style</p> <p>-No pork ingredient</p> <ul style="list-style-type: none"> <li>• Pasta</li> </ul> <p>-Options of: creamy carbonara, spaghetti Bolognese, chicken pesto pasta, lasagna, chicken alfredo pasta, tuna pesto pasta</p> <p>-No pork ingredient</p> <ul style="list-style-type: none"> <li>• 350 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>	pack	120		
	<b>INNO-HUB: MGA SOLUSYON MULA SA BAGONG HENERASYON</b>				
11	<p>Food and Drinks for Coordinative Meetings</p> <p>10 meetings (20 packs/meeting)</p> <ul style="list-style-type: none"> <li>• Sandwich</li> </ul> <p>-Options of: tuna sandwich, chicken sandwich, egg-mayo sandwich, chicken-mayo sandwich, quesadillas, tomato lettuce classic cheese sandwich, roast beef sandwich</p> <p>-White bread</p> <p>-Triple-decker</p> <p>-Club house style</p> <p>-No pork ingredient</p> <ul style="list-style-type: none"> <li>• Pasta</li> </ul> <p>-Options of: spaghetti Bolognese, chicken pesto pasta, lasagna, chicken alfredo pasta, creamy carbonara, tuna pesto pasta</p> <p>-No pork ingredient</p> <ul style="list-style-type: none"> <li>• 500 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>	pack	200		
12	<p>Food and Drinks for Awarding Ceremony</p> <p>1 day (60 packs)</p> <ul style="list-style-type: none"> <li>• Rice – Jasmine rice, 200g or 1 cup</li> </ul>	pack	60		

	<ul style="list-style-type: none"> <li>• Mashed Potato</li> <li>• Roast Beef</li> <li>• Mango Juice (350 ml)</li> <li>• Mixed Vegetables – no pork ingredient</li> <li>• Strawberry Shortcake – cupcake size</li> </ul> <p>Note: With pleasing packaging</p>				
<b>KABATAANG QCITIZENS AWARDS</b>					
<b>13</b>	<p>Food and Drinks for Coordinative Meetings 12 meetings (30 packs/meeting)</p> <ul style="list-style-type: none"> <li>• Sandwich</li> </ul> <p>-Options of: tuna sandwich, chicken sandwich, egg-mayo sandwich, chicken-mayo sandwich, quesadillas, tomato lettuce classic cheese sandwich, roast beef sandwich</p> <p>-White bread</p> <p>-Triple-decker</p> <p>-Club house</p> <p>-No pork ingredients</p> <ul style="list-style-type: none"> <li>• Pasta</li> </ul> <p>Options of: spaghetti Bolognese, chicken pesto pasta, lasagna, chicken alfredo pasta, creamy carbonara, tuna pesto pasta</p> <p>-No pork ingredients</p> <ul style="list-style-type: none"> <li>• 500 ml purified bottled water</li> </ul> <p>Note: With pleasing packaging</p>	pack	360		
<b>14</b>	<p>Food and Drinks for Awarding Ceremony 1 day (60 packs)</p> <ul style="list-style-type: none"> <li>• Rice – Jasmine rice, 200g or 1 cup</li> <li>• Mashed Potato</li> <li>• Roast Beef</li> <li>• Mango Juice (350 ml)</li> <li>• Mixed Vegetables – no pork ingredient</li> <li>• Strawberry Shortcake – cupcake size</li> </ul> <p>Note: With pleasing packaging</p>	pack	60		
<b>TOTAL:</b>					

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

\_\_\_\_\_

---

Delivery Period : Upon request by the end user until Dec. 31, 2022  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

Other Requirements:
<ul style="list-style-type: none"><li>• <b>Copy of Valid and Current Sanitary Permit issued by the Health Department.</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...).</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy</b></li></ul>