



**Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound**



**REQUEST FOR QUOTATION
NEGOTIATED 53.9**

Date: JULY 05, 2022
PR No.: QCCCD-22-CS1-948

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF FOOD AND DRINKS**
Approved budget of the Contract : **PHP 151,237.40**
End-User / Implementing Office : **QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES**

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 **JULY 08, 2022, 10:00 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 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 89884242 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 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
	COMMUNITY ORGANIZING AND EMPOWERMENT				
1	Snacks for Kabahagi TWG meetings * Ham and Cheese sandwich with side dish and 16oz bottled juice drink (70 pack) * Pasta with sides and 16oz bottled juice drink (70 pack)	Pack	140		
2	Snacks for KPAO and Core Group Meetings * Clubhouse sandwich with sides and 16oz bottled juice drink (35 pack) * Pasta with sides and 16oz bottled drink (50 pack) * Ham and Cheese sandwich with regular sides and 16oz bottled juice (35 pack)	Pack	120		
	KABAHAGI ECOBAG FABRIC PROJECT				
3	Livelihood Orientation * 1 Meal (1 meat, 1 vegetable viand, side dish, dessert and 1 cup of rice) with 16oz bottled drink (100 pax) * Pasta with sides and 16oz bottled juice drink (60 pax)	Pack	160		
4	Livelihood Project: Awarding Ceremony * 1 Meal (1 meat, 1 vegetable viand, side dish, dessert and 1 cup of rice) with 16oz bottled drink	Pack	200		
	NATIONAL DISABILITY PREVENTION AND REHABILITATION (NDPR) MONTH				
5	AM Snacks for Meetings with Stakeholders *Pasta with sides and 16oz bottled juice drink	Pack	50		
6	Lunch for Meetings with Stakeholders * 1 Meal (1 meat, 1 vegetable viand, side dish, dessert, and 1 cup of rice) with 16oz bottled drink	Pack	50		
8	PM Snacks for Meetings with Stakeholders * Clubhouse sandwich with sides and 16oz bottled juice drink	Pack	50		
	Terms of Payment: Upon every complete delivery per activity				
	Total Quoted Amount				

Amount in Words: _____

OTHER 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.

Delivery Period: **Upon request by the end-user not later than December 31, 2022**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address