



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

DATE : July 26, 2022

PROJECT NO. : SDO-22-CS1-1031

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FOOD AND DRINKS  
Approved Budget of the Contract : P 422,250.00  
End-User / Implementing Office : SCHOOLS DIVISION 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 **July 29, 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 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 issued by QC BAC- Goods and Services.**

**(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
1	<p><b>FOOD AND DRINKS FOR THE MEETINGS OF TRAINERS / TWG</b> (AM Snack, Lunch, PM Snack) 15 pax for 5 days</p> <p><b>Choices for AM Snack</b></p> <ul style="list-style-type: none"> <li>- Pancit Canton, Puto, Coffee or Juice, Bottled Water 350ml.</li> <li>- Lasagna, Dinner Roll, Coffee or Juice, Bottled Water 350ml.</li> <li>- Chicken Sopas, Toasted Bread, Coffee or Juice, Bottled Water 350ml.</li> <li>- Pancit Bihon or Pancit Canon, Pandesal, Coffee or Juice, Bottled Water 350ml.</li> <li>- Carbonara, Garlic Bread, Coffee, Iced Tea, Bottled Water 350ml.</li> </ul> <p><b>Choices for Lunch</b></p> <ul style="list-style-type: none"> <li>- Kare-kare, Fried Fish, Rice, Fruits in Season, Juice, Bottled Water 350ml.</li> <li>- Daing na Bangus, Pakbet, Rice, Fruits in Season, juice, Bottled Water 350ml.</li> <li>- Fried Chicken, Mixed Vegetables with Quail Eggs, Rice, Fruits in Season, Bottled Water 350ml</li> <li>- Beef Mechado, Sauted Vegetables, Rice, Fruits in Season, Iced Tea, Bottled Water 350ml.</li> <li>- Pink Salmon Sinigang and Sauted Beans, Rice, Fruits in Season, Iced Tea, Bottled Water 350ml.</li> </ul> <p><b>Choices for PM Snack</b></p> <ul style="list-style-type: none"> <li>- Chicken Sandwich, Iced Tea, Coffee, Bottled Water 350ml.</li> <li>- Lugaw with Hard Boiled Egg, Coffee or Juice, Bottled Water 350ml.</li> <li>- Ensaymada, Iced Tea, Coffee, Bottled Water 350ml.</li> <li>- Sotanghon, Iced Tea, Coffee, Bottled Water 350mL</li> <li>- Chicken Sandwich, Iced Tea, Coffee, Bottled Water 350ml.</li> </ul>	Pack	15 Times 5 Days		

2	<b>T-SHIRTS</b> Materials: 100% Cotton, with collar, polydex Sublimation printing Sizes: Small – 15 pieces Medium – 58 pieces Large – 32 pieces Extra Large – 15 pieces Design: See attached design and print	Piece	120		
3	<b>FOOD AND DRINKS FOR SATURDAY SESSIONS</b> (AM Snack, Lunch, PM Snack) 120 pax for 8 days  <b>Choices for AM Snack</b> <ul style="list-style-type: none"> <li>- Pancit Canton, Puto, Coffee or Juice, Bottled Water 350ml.</li> <li>- Lasagna, Dinner Roll, Coffee or Juice, Bottled Water 350ml.</li> <li>- Chicken Sopas, Toasted Bread, Coffee or Juice, Bottled Water 350ml.</li> <li>- Pancit Bihon or Pancit Canon, Pandesal, Coffee or Juice, Bottled Water 350ml.</li> <li>- Carbonara, Garlic Bread, Coffee, Iced Tea, Bottled Water 350ml.</li> </ul> <b>Choices for Lunch</b> <ul style="list-style-type: none"> <li>- Kare-kare, Fried Fish, Rice, Fruits in Season, Juice, Bottled Water 350ml.</li> <li>- Daing na Bangus, Pakbet, Rice, Fruits in Season, juice, Bottled Water 350ml.</li> <li>- Fried Chicken, Mixed Vegetables with Quail Eggs, Rice, Fruits in Season, Bottled Water 350ml</li> <li>- Beef Mechado, Sauted Vegetables, Rice, Fruits in Season, Iced Tea, Bottled Water 350ml.</li> <li>- Pink Salmon Sinigang and Sauted Beans, Rice, Fruits in Season, Iced Tea, Bottled Water 350ml.</li> </ul> <b>Choices for PM Snack</b> <ul style="list-style-type: none"> <li>- Chicken Sandwich, Iced Tea, Coffee, Bottled Water 350ml.</li> <li>- Lugaw with Hard Boiled Egg, Coffee or Juice, Bottled Water 350ml,</li> <li>- Ensaymada, Iced Tea, Coffee, Bottled Water 350ml.</li> <li>- Sotanghon, Iced Tea, Coffee, Bottled Water 350mL</li> <li>- Chicken Sandwich, Iced Tea, Coffee, Bottled Water 350ml.</li> </ul>	Pack	120 Times 8 Days		
<b>TOTAL</b>					

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

Delivery Period : Upon request by the End-user until  
December 31, 2022 or until the  
allocated budget has been consumed,  
whichever comes first

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.

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Signature over printed name

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Office Telephone No./Fax/Mobile No.

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Date

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Email Address