



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 : SEPTEMBER 13, 2022
PR No. : CONSO-22-CS1-964

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF FOOD AND DRINKS**
Approved budget of the Contract : **P 166,000.00**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item Nos. 1-5	P 106,000.00
Item Nos. 6-9	P 60,000.00
TOTAL ABC	P 166,000.00

End-User /
Implementing Office : **QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS 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 **SEPTEMBER 16, 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** 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
	QCSBCDPO-22-CS1-905				
	Consultation Meetings with JODA's or TODA's				
1	steamed rice, chicken pochero with sliced banana, 500ml Bottled Water	Pack	50		
	Consultation Meetings with CSG				
2	steamed rice, fried boneless bangus daing, ginisang baguio beans, 500ml Bottled Water	Pack	50		
	Pre-registration Seminar (PRS) to target JODA's or TODA's and Community Savings Group				
3	Steamed rice, lumpiang shanghai, chopsuey (mixed veggies), 500ml Bottled Water	Pack	330		
	Post-registration meeting with elected board of directors of JODA's or TODA's and Community Savings Group				
4	steamed rice, home-made puso ng saging burger steak, cassava chips, 500ml Bottled Water	Pack	50		
	Arranging 5 Mandatory Seminars for Cooperatives Officers				
5	steamed rice, tofu and kangkong in oyster sauce, fried chicken, cassava chips, 500ml Bottled Water	Pack	50		
	QCSBCDPO-22-CS1-903				
	Convergence Planning in Livelihood with National Government Agencies				
	Orientation for this Program and Presentation of Current Plans for Quezon City				
6	AM Snack – Clubhouse Sandwich, 500ml Bottled Water Lunch - Steamed Rice, fried squid, french beans in oyster sauce, 500ml Bottled Water PM Snack – Baked Mac with Bread, 500ml Bottled Water	Pack	20		
	Presentation of Plans				
7	AM Snack – Clubhouse Sandwich, 500ml Bottled Water Lunch - Steamed Rice, fried squid, french beans in oyster sauce, 500ml Bottled Water PM Snack – Baked Mac with Bread, 500ml Bottled Water	Pack	20		
	Follow-up Meetings (3 meetings)				
8	AM Snack – Clubhouse Sandwich, 500ml Bottled Water	Pack	60		

	Lunch - Steamed Rice, fried squid, french beans in oyster sauce, 500ml Bottled Water PM Snack – Baked Mac with Bread, 500ml Bottled Water				
9	Assessment				
	AM Snack – Clubhouse Sandwich, 500ml Bottled Water Lunch - Steamed Rice, fried squid, french beans in oyster sauce, 500ml Bottled Water PM Snack – Baked Mac with Bread, 500ml Bottled Water	Pack	20		
					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 : **Forty-five (45) Calendar Days**
Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address