



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC – Goods and Services  
2<sup>nd</sup> floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : SEPTEMBER 20, 2022  
PROJECT NO. : QCADAC-22-  
FOODSTUFF-1234

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF GROCERY PACK AND OTHERS  
Approved Budget of  
the Contract : P 879,000.00  
End-User /  
Implementing Office : Quezon City Anti-Drug Abuse Advisory Council

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 23, 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.

  
**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	<b>GROCERY PACK</b> 1 PIECE STORAGE BOX made of plastic transparent, 12L capacity with cover locked, handle with printed logo ✓ 4 cans Corned Beef, 150g ✓ 1 pack Coffee Creamer, 250g ✓ 2 cans Luncheon Meat, 350g ✓ 4 cans sardines, easy open can, 155g ✓ 1 pack of Coffee, 200g ✓ 1 pack Powdered Milk, 150g ✓ 1 pack Macaroni elbow, 400g ✓ 2 Kgs Rice, good quality, whole grain ✓	Pack	500		
2	<b>COVID KIT:</b> (1) FACE SHIELD - Protective isolation mask with eyeglasses as holder ✓ (4) Pcs. Premium plain washable/ reusable facemask, breathable, comfortable fit ✓ (1) Box toothpaste, anti-cavity, regular flavor, 50ml ✓ (1) Toothbrush, single pack with cover, polytheline ✓ (1) Soap Bar, anti-bacterial, 85g ✓ (1) BAG transparent plastic, #12 polyfine canvass colored black, zipper #5 with slider #5 (W-9, H-10, Depth 4 inches), with print ✓	Kit	500		
TOTAL					

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

\_\_\_\_\_

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

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

# COST DERIVATION

PROJECT NAME: PROCUREMENT OF GROCERY PACK AND OTHERS  
PROJECT NO. QCADAC-22-FOODSTUFF-1234

For Item No. 1

GROCERY PACK

	Unit of Issue	Quantity	Unit Cost
1) <b>STORAGE BOX</b> made of plastic transparent, 12L capacity with cover locked, handle with printed logo	Piece ✓	1 ✓	_____
2) <b>Corned Beef</b> 150g	Can ✓	4 ✓	_____
3) <b>Coffee Creamer</b> 250g	Pack ✓	1 ✓	_____
4) <b>Luncheon Meat</b> 350g	Can ✓	2 ✓	_____
5) <b>Sardines</b> easy open can, 155g	Can ✓	4 ✓	_____
6) <b>Coffee</b> 200g	Pack ✓	1 ✓	_____
7) <b>Powdered Milk</b> 150g	Pack ✓	1 ✓	_____
8) <b>Macaroni Elbow</b> 400g	Pack ✓	1 ✓	_____
9) <b>Rice</b> good quality, whole grain	Kilo ✓	2 ✓	_____
		<b>TOTAL</b>	_____
<b>TOTAL BID AMOUNT (500 packs):</b>			_____

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



# COST DERIVATION

PROJECT NAME: PROCUREMENT OF GROCERY PACK AND OTHERS  
PROJECT NO. QCADAC-22-FOODSTUFF-1234

**For Item No. 2**

**COVID KIT**

	Unit of Issue	Quantity	Unit Cost
1) <b>FACE SHIELD</b> Protective isolation mask with eyeglasses as holder	Piece	1	_____
2) <b>Facemask</b> Premium plain washable/ reusable facemask, breathable, comfortable fit	Piece	4	_____
3) <b>Toothpaste</b> anti-cavity, regular flavor, 50ml	Box	1	_____
4) <b>Toothbrush</b> single pack with cover, polytheline	Pack	1	_____
5) <b>Soap Bar</b> anti-bacterial, 85g	Piece	1	_____
6) <b>Bag</b> transparent plastic, #12 polyfine canvass colored black, zipper #5 with slider #5 (W-9, H-10, Depth 4 inches), with print	Piece	1	_____
		<b>TOTAL</b>	_____

**TOTAL BID AMOUNT (500 kits):**

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_