



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

DATE : SEPTEMBER 13, 2022

PROJECT NO. : QCU-22-CS1-1389

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : PROCUREMENT OF FOOD AND DRINKS AND OTHERS

Approved Budget of the Contract : P 304,048.00

End-User / Implementing Office : QUEZON CITY UNIVERSITY

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
ITEM NOS. 1-16	P 157,100.00
ITEM NOS. 17-22	P 31,320.00
ITEM NOS. 23-40	P 115,628.00

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 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
	Food and Drinks Integrated Extension Program under QCU SMILE Program * Partnership Signing Events * Community Outreach Activities * Training Programs * Technical Assistance * Communication and Information Services * Technology Transfer, Utilization, and Commercialization				
1	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	150		
	Consultation and Meeting relevant to the Integrated Extension Programs *Internal Stakeholders *External Stakeholders				
2	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	50		
	Commencement of the Completers of the SIMULA Program: Entrepreneurship Basics				
3	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	70		
	Commencement Barangay Opportunity and Leadership for Development and Educational Readiness for the Out-of-School Youth (BOLDER OSYs)				
4	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	40		
	Commencement Sama-samang langat ang Galing, Lakas, at Angking Talino ng KABataang OSY (SIGLA KA OSY)				
5	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto)	pax	60		

	and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)				
	1st Session SIMULA at EKSPERTO Program: Entrepreneurship Basics for Farmers in District II, Quezon City				
6	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	70		
	2nd Session SIMULA at EKSPERTO Program: Entrepreneurship Basics for Farmers in District II, Quezon City				
7	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	70		
	3rd Session SIMULA at EKSPERTO Program: Entrepreneurship Basics for Farmers in District II, Quezon City				
8	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	70		
	4th Session SIMULA at EKSPERTO Program: Entrepreneurship Basics for Farmers in District II, Quezon City				
9	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	70		
	Day 1 Clean Up Drive Week (World Clean-up Day)				
10	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	100		
	Day 2 Clean Up Drive Week (World Clean-up Day)				
11	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	100		
	Day 3 Clean Up Drive Week (World Clean-up Day)				
12	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	100		
	Community Needs Assessment per approved Extension Program * Information Technology * Electronics Engineering * Industrial Engineering				
13	Lunch - rice, lean meat dish (choice of fish, chicken, pork or beef), vegetable dish or side dish, fruit juice and 350 ml bottled water	pax	30		
	Training of Trainers: Short-course Training for Barangay Personnel				
14	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	60		
	QCU Tree Planting (National Environmental Awareness Month)				
15	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	150		

	Extension Day: Recognition of University Extension				
16	Snack - choice of sandwich or flame grilled burger or noodles (pasta/pancit with toasted bread/puto) and drinks (12 oz brewed coffee, fruit juice or 350ml bottled water)	pax	200		
	Terms of Reference: 1) Delivery Period: Upon request by the end-user until December 31, 2022 (per activity) 2) The supplier shall deliver the food at QCU or in such other places designated by the end-user 3) The City shall pay the supplier upon every successful delivery per activity and acceptance of the goods delivered therein and upon the presentation of the billing statement. 4) Comply with the QC Nutritional Standards.				
	CHED RQAT INSPECTION 2022 for New Programs Applied (BSCS, BSIS, BS Computer Engineering, BSNEd, BTLED) Food and Drinks for Evaluators				
17	AM Snack wheat bread chicken or tuna sandwich with lettuce, black coffee and 350ml bottled water	pax	3		
18	Lunch steamed rice, lean meat dish, fish dish, veggie dish, 1 fruit/dessert, 1 drink (fresh fruit juice, tea or coffee), and 350 ml bottled water	pax	3		
19	PM Snack Noodles (choice of pasta, pancit and sotanghon) with bread/kakanin/root crop and drink (fruit juice or 350 ml bottled water)	pax	3		
	Supplies and Materials (all programs)				
20	Token for Accreditors - double wall insulated stainless tumbler with lid, hot and cold, 900 ml, with QCU logo	pax	15		
21	Photowall 8ft. x 13ft. for Bautista Bldg Ground Floor	piece	1		
22	Welcome Tarpaulin 4ft. x 6ft. for Main Gate	piece	1		
	ALCUCOA Accreditation (Level 1) Food and Drinks for Speaker & Stakeholders (ALCUCOA Briefing)				
23	Snack sandwich or grilled burger with lettuce and drinks (12 oz brewed coffee or 350ml bottled water)	pax	70		
	Food and Drinks for Accreditors (Accreditation Visit)				
24	AM Snack (for 3 days) Day 1- wheat bread chicken sandwich w/ lettuce, fruit, 12 oz brewed coffee and 350ml bottled water Day 2- wheat bread tuna sandwich w/ lettuce, fruit, 12 oz brewed coffee and 350ml bottled water Day 3- grilled burger w/ veggie, 12 oz brewed coffee, 350ml bottled water	pax	8		
25	Lunch (for 3 days) steamed rice, lean meat dish, fish dish, veggie dish, 1 fruit/dessert, 1 drink (fresh fruit juice, tea or coffee), and 350 ml bottled water	pax	8		
26	PM Snack (for 3 days) Noodles (choice of pasta, pancit and sotanghon) with bread/kakanin/root crop and drink (fruit juice or 350 ml bottled water)	pax	8		
	Food and Drinks for Stakeholders (Accreditation Visit)				
	AM Snack (for 3 days)				
27	Day 1- regular bread chicken sandwich w/ lettuce, fruit, 12 oz brewed coffee or 350ml bottled water	pax	80		

28	Day 2- regular bread tuna sandwich w/ lettuce, fruit, 12 oz brewed coffee or 350ml bottled water	pax	40		
29	Day 3- grilled burger w/ veggie, 12 oz brewed coffee or 350ml bottled water	pax	60		
30	Lunch (for 3 days) steamed rice, lean meat dish, fish dish, veggie dish or fruit/dessert, drink (fresh fruit juice, tea or coffee), and 350ml bottled water	pax	10		
31	PM Snack (for 3 days) Noodles (pasta or pancit) with toasted bread or puto and drinks (fruit juice or 350ml bottled water)	pax	10		
(Supplies and Materials (all programs))					
For Document Preparation & Printing					
32	PVC binding cover (acetate cover), A4, 10sheets/pack, 200 mic, clear	pack	30		
33	PVC Comb Binder Ring, 32mm (uncut), 84 rings, 10pcs/bundle	bundle	10		
ALCUCOA Briefing					
34	Tarpaulin 8.5ft. x 8.5ft,	piece	1		
ALCUCOA Accreditation Visit					
35	Token for Accreditors - double wall insulated stainless tumbler with lid, hot and cold, 900ml, with QCU logo	pax	8		
36	Plaque for Accreditors, customized glass plaque w/ UV print, 10 inches Height, ¼ inch thickness	pax	6		
37	Photo wall 8ft. x 13ft. for Bautista Bldg Ground Floor	piece	1		
38	Photo wall 8.5 ft. x 8.5 ft. for Auditorium	piece	1		
39	Welcome Tarpaulin 4ft. x 6ft. for Main Gate	piece	1		
40	Hotel Accommodation for Accreditors Studio Room, 1 queen bed, 1 pax per room, express check-in, parking, aircon, free wi-fi, drinking water, free breakfast, QC area, location preferably 7km from QCU at most (for 2 nights)	pax	7		
Terms of Reference:					
1) Delivery Period: Upon request by the end-user until December 31, 2022 (per activity)					
2) The City shall pay the supplier upon every successful delivery per activity and acceptance of the goods delivered therein and upon the presentation of the billing statement.					
3) Comply with the QC Nutritional Standards for food and drinks.					
TOTAL					

Amount in Words: _____

Other Requirements:
<ul style="list-style-type: none"> • Copy of Valid and Current Sanitary Permit issued by the Health Department. • Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...). • 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 until December 31, 2022

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address