



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 : November 08, 2022

PROJECT NO. : HRMD-22-CS1-1623

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF FOOD & DRINKS AND OTHERS
Approved Budget of
the Contract : P 66,938.40
End-User /
Implementing Office : HUMAN RESOURCE MANAGEMENT DEPARTMENT

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 **November 11, 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					
<ol style="list-style-type: none"> Bidders shall provide correct and accurate information required in this form. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected. 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. 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. The City General Services Department (CGSD) shall have the right to inspect the goods. <u>Non-submission of eligibility documents shall mean disqualification of Quotation.</u> 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. 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 for Training/Orientation				
1	A.M. Snack Choices of Pasta or sandwich or burger, side dish scalloped potatoes. Glazed carrots, Macaroni salad, Coleslaw, French fries. Hash brown, Macaroni soup, Pumpkin soup, Mushroom Soup, Crab and Corn soup, chicken soup, Dinner rolls/bread, Garlic bread, Toasted bread/butter, Green salad, Baked beans, Assorted fruits, Seasonal fresh fruit, Mashed potatoes, Potato salad, Sautéed Mushrooms, Cucumbers with pill, Fruit salad), and bottled water 350ml	Pax	150		
2	Lunch Choices of Beef or pork or chicken or fish dish, vegetable dish (Sautéed pechay, Tokwa with pechay, sautéed French beans, Cauliflower, Broccoli with beef, sautéed coleslaw, Roasted Asparagus, Baked beans, Corn and carrots, Roasted cauliflower, Sautéed mixed vegetable, Steamed Broccoli with mushroom, Ginataang Sitaw at kalabasa, sautéed Togue), steamed rice, dessert (Apple Pie, Brownies, Muffin, Assorted Cake slices, Cupcake (Chocolate/Vanilla), Muffin, Banana bread, Pudding, Chocolate chip Cookies, cheese cake, Waffle, Egg pie, Tarts, Chocolate Mousse, Pecan Pie), and bottled water 350ml	Pax	30		
3	P.M. Snack Choices of Pasta or sandwich or burger, side dish (Scalloped potatoes, Glazed carrot, Macaroni salad, Coleslaw, French fries, Hash brown, Macaroni Soup, Pumpkin soup, Mushroom Soup, Crab and corn soup, chicken soup, Dinner rolls/bread Garlic bread, Toasted bread/butter, Green salad. Baked beans. Assorted fruits, Seasonal fresh fruit, Mashed potatoes. Potato salad, Sautéed Mushrooms, Cucumber's will pill, Fruit salad), and bottled water 350ml	Pax	150		
	Food and Drinks for Meetings in Preparation of Training/Orientation				
4	A.M. Snack/P.M Snack Choices of Pasta or sandwich or burger, side dish (scalloped potatoes, Glazed carrots, Macaroni salad, Coleslaw, French fries, Hash brown, Macaroni soup, Pumpkin soup, Mushroom Soup, Crab and Corn soup, chicken soup, Dinner rolls/bread Garlic bread, Toasted bread/butter, Green salad, Baked beans, Assorted fruits, Seasonal fresh fruit, Mashed potatoes, Potato salad, Sautéed Mushrooms, Cucumber's with pill, Fruit salad), and bottled water 350ml	Pax	20		
	Training Materials				
5	Ballpen, Black	Pc	360		
6	Brown Envelope w/ Plastic Envelope	Pc	360		
7	Parchment Paper (For Certificate) cream, letter size, 10 pieces/pack 180gsm	Pack	30		
8	Certificate Holder size 9.5 x 12.5 inches	pc	3		
TOTAL					

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
Until December 31, 2022

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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