



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

DATE : November 8, 2022
OCM(POPS)-22-CS1-
PROJECT NO. : 1143

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF FOOD AND DRINKS AND OTHERS
Approved Budget of the Contract : P 700,000.00
End-User / Implementing Office : OFFICE OF THE CITY MAYOR – POPS PLAN

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

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 ✓	FOOD AND DRINKS (5 days x 250 pax) ✓ Breakfast: (rice, viand, drinks) rice meal either tapa, tocino, longganisa, hotdog, or daing na bangus with mix vegetables as viand and 350ml bottled water) AM Snacks: (sandwich drinks) (Either ham, bacon, chicken, tuna, egg or hotdog with bottled water 350ml) Lunch: (rice, viand, drinks) (rice meal either chicken adobo, pork adobo, chicken curry, fish fillet or pork menudo with mixed vegetable and 350ml bottled water) PM Snacks: (sandwich drinks) (either ham, bacon, chicken, tuna, egg or hotdog with bottled water 350ml) Certificates: A4 size with holder for 250 pieces Whiteboard: 12inches x 8inches for 250 pieces Whiteboard Marker: black 250 pieces	lot ✓	1 ✓		
TOTAL					

Amount in Words: _____

Delivery Period : Upon Request by the End-User
until Dec. 31, 2022
 Warranty : _____

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.

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 Email Address

COST DERIVATION

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	FOOD AND DRINKS (5 days x 250 pax)				
1	Breakfast	pack	1,250		
2	AM Snacks	pack	1,250		
3	Lunch	pack	1,250		
4	PM Snacks	pack	1,250		
5	Certificates	piece	250		
6	Whiteboard	piece	250		
7	Whiteboard marker	piece	250		
TOTAL QUOTE AMOUNT					