



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



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : November 8, 2022
PROJECT NO. : OCM(POPS)-22-CS1-1371

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF FOOD AND DRINKS AND OTHERS
Approved Budget of the Contract : P 492,512.80
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

Handwritten initials and marks at the bottom right corner.

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 ✓	Consultation meetings with TODA's (4 meetings x 180 pax) Lunch - steamed rice, meat & chopsuey with fresh fruits, 350ml bottled water	pack ✓	720 ✓		
2 ✓	Consultation meetings with sidewalk vendors (4 meetings x 150 pax) Lunch -steamed rice, meat & mix vegetables and fresh fruits, 350ml bottled water	pack ✓	600 ✓		
3 ✓	Pre-registration seminar (PRS) to target JODA's or TODA's and sidewalk vendors (11 PRS x 30 pax) Lunch - steamed rice, meat with veggies variants and fresh fruits, 350ml bottled water	pack ✓	330 ✓		
4 ✓	Post registration meeting with elected board of directors of TODA's and sidewalk vendors Lunch - steamed rice, meat with veggies variants and fresh fruits, 350ml bottled water	pack ✓	100 ✓		
5 ✓	Awarding of Livelihood and Donation to TODA's and sidewalk vendors Livelihood Starter Set (for 11 organized coop groups) Automobile Shampoo (Tricycle) 3 - Sodium Lauryl Ether Sulfate (SLES gel), 1kg/pack 2 - Sodium Lauryl Sulfate (SLS needle), 1kg/pack 1 - CocoDiethanolamide (CDEA), 1L/bottle 1 - Carnauba Wax, 500g/pack 1 - Foam booster, 1L/bottle 2 - Industrial salt, refined, 1kg/pack 2 - Fragrance oil, 120ml/bottle 1 - Color/dye, chemical/cosmetic grade, 100g/pack Equipment / Tools 1 - Digital Weighing Scale, 5kg. capacity 1 - Plastic Measuring Pitcher, Heavy duty, 1L capacity 3 - Plastic Measuring Cup, 250ml capacity 1 - Glass Measuring Cup, 40ml capacity 1 - Plastic water deeper 3 - Microfiber wax applicator pad for car 1 - Car wash sponge; tear-resistant, high foaming 1 - Microfiber auto cleaning cloth, lint free, soft & non-abrasive, 3 pcs/pack 1 - Pranela, 6 pcs/pack 1 - Handy dustpan & brush set, dust entrada 8 inches wide	set ✓	11 ✓		

	1 - Auto drying window squeegee; non-scratch soft silicone, handy 1 - Car window 3 in1 squeegee, lightweight, with extendable rod/handle 1 - Stirring rod, hard PVC 1 - Plastic utility pail, durable, 16L capacity 1 - Apron with SBCDPO logo, peach twill, with pocket and buckles, adjustable neck string Packaging 100 - PET bottle, clear with screw cap, 1L capacity 50 - PET bottle, clear with screw cap, 350ml capacity 1 - Plastic stackable storage box with tight lid, durable; 33L capacity 2 - Sticker Label for box 65 - Sticker Label for PET bottles				
6	Tarpaulin, size: 4 x 6 meters	piece	2		
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 Dec. 31, 2022

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

COST DERIVATION

LIVELIHOOD STARTER SET

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	Automobile Shampoo (Tricycle)				
1	Sodium Lauryl Ether Sulfate (SLES gel), 1kg/pack	pack ✓	3 ✓		
2	Sodium Lauryl Sulfate (SLS needle), 1kg/pack	pack ✓	2 ✓		
3	CocoDiethanolamide (CDEA), 1L/bottle	bottle ✓	1 ✓		
4	Carnauba Wax, 500g/pack	pack ✓	1 ✓		
5	Foam booster, 1L/bottle	bottle ✓	1 ✓		
6	Industrial salt, refined, 1kg/pack	pack ✓	2 ✓		
7	Fragrance oil, 120ml/bottle	bottle ✓	2 ✓		
8	Color/dye, chemical/cosmetic grade, 100g/pack	pack ✓	1 ✓		
	Equipment / Tools				
9	Digital Weighing Scale, 5kg. capacity	unit ✓	1 ✓		
10	Plastic Measuring Pitcher, Heavy duty, 1L capacity	unit ✓	1 ✓		
11	Plastic Measuring Cup, 250ml capacity	unit ✓	3 ✓		
12	Glass Measuring Cup, 40ml capacity	unit ✓	1 ✓		
13	Plastic water deeper	piece ✓	1 ✓		
14	Microfiber wax applicator pad for car	piece ✓	3 ✓		
15	Car wash sponge; tear-resistant, high foaming	piece ✓	1 ✓		
16	Microfiber auto cleaning cloth, lint free, soft & non-abrasive, 3 pcs/pack	pack ✓	1 ✓		
17	Pranela, 6 pcs/pack	pack ✓	1 ✓		
18	Handy dustpan & brush set, dust entrada 8 inches wide	pack ✓	1 ✓		
19	Auto drying window squeegee; non-scratch soft silicone, handy	piece ✓	1 ✓		
20	Car window 3 in1 squeegee, lightweight, with extendable rod/handle	unit ✓	1 ✓		
21	Stirring rod, hard PVC	piece ✓	1 ✓		
22	Plastic utility pail, durable, 16L capacity	piece ✓	1 ✓		
23	Apron with SBCDPO logo, peach twill, with pocket and buckles, adjustable neck string	piece ✓	1 ✓		
	Packaging				
24	PET bottle, clear with screw cap, 1L capacity	bottle ✓	100 ✓		
25	PET bottle, clear with screw cap, 350ml capacity	bottle ✓	50 ✓		
26	Plastic stackable storage box with tight lid, durable; 33L capacity	piece ✓	1 ✓		
27	Sticker Label for box	piece ✓	2 ✓		
28	Sticker Label for PET bottles	piece ✓	65 ✓		
TOTAL QUOTE AMOUNT PER SET					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

