



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

DATE : NOVEMBER 8, 2022 ✓

PROJECT NO. : OCM(POPS)-22-CS1-1615 ✓

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FOOD AND DRINKS AND OTHERS ✓  
Approved Budget of the Contract : P 848,500.00  
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	<p>For 1 day, 150 participants</p> <p><b>VENUE RENTAL</b> ✓</p> <p>Inclusions:</p> <ul style="list-style-type: none"> <li>- Set-up for guaranteed number of person</li> <li>- Registration Set-up</li> <li>- Aisle Stand with paper</li> <li>- Stage set-up</li> <li>- Use of Two (2) Whiteboard, Marker and Eraser</li> <li>- Use of One (1) Podium</li> <li>- Complimentary use of 2 LCD Projector and 2 Widescreen</li> <li>- Use of Minimal Sound System</li> <li>- Use of Extension Cords</li> <li>- Complimentary Use of 4 Wireless Microphones</li> </ul> <p><b>FOOD AND DRINKS</b> ✓</p> <p>Package: AM Snacks, Lunch (Buffet), PM Snacks with free flowing coffee, chocolate and/or tea and water</p> <p>AM Snacks (Egg Arozcald, Puto with Cheese, House Blend Iced Tea</p> <p>Lunch (Soup, Rice, Chicken Inasal, Pork Steak, Buttered Vegetable, Fresh Fruits, Juice)</p> <p>PM Snacks (Pancit Guisado, Chicken Sandwich, Four Seasons Juice)</p> <p><b>TARPAULIN</b> ✓</p> <p>3 inches x 8 inches full color, thickness 22 ounce ✓</p> <p><b>T-SHIRT WITH COLLAR</b> ✓</p> <p>Rubberized, full color, 100% cotton</p> <p>Color: Army Green</p> <p>Back Upper Middle: A path to Unification and Reconciliation, 3 inches x 7 inches</p> <p>Front Left: QC Logo (3 inches x 3 inches)</p> <p>Sizes: 2XL – 10, XL – 20, L – 70, M – 30, S – 10, XS – 10 ✓</p>	Lot ✓	1 ✓		

	<b>CONVENTION KITS</b>				
	<ul style="list-style-type: none"><li>- Certificate of Attendance/Participation (Special Paper, Pale Cream, 10's/pack)</li><li>- Convention kit includes: Ballpen, finepoint, black, 1 piece</li></ul>				
TOTAL					

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

\_\_\_\_\_

<b>Other Requirements:</b> ✓ 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.
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Delivery Period : Fifteen (15) Calendar Days

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

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



# COST DERIVATION

## PROCUREMENT OF FOOD AND DRINKS AND OTHERS OCM(POPS)-22-CS1-1615

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	<b>VENUE RENTAL</b> Inclusions: <ul style="list-style-type: none"><li>- Set-up for guaranteed number of person</li><li>- Registration Set-up</li><li>- Aisle Stand with paper</li><li>- Stage set-up</li><li>- Use of Two (2) Whiteboard, Marker and Eraser</li><li>- Use of One (1) Podium</li><li>- Complimentary use of 2 LCD Projector and 2 Widescreen</li><li>- Use of Minimal Sound System</li><li>- Use of Extension Cords</li><li>- Complimentary Use of 4 Wireless Microphones</li></ul>	Lot	1		
2	<b>FOOD AND DRINKS</b> Package: AM Snacks, Lunch (Buffet), PM Snacks with free flowing coffee, chocolate and/or tea and water AM Snacks (Egg Arozcaldo, Puto with Cheese, House Blend Iced Tea Lunch (Soup, Rice, Chicken Inasal, Pork Steak, Buttered Vegetable, Fresh Fruits, Juice) PM Snacks (Pancit Guisado, Chicken Sandwich, Four Seasons Juice)	Pax	150		
3	<b>TARPAULIN</b> 3 inches x 8 inches full color, thickness 22 ounce	Piece	4		
4	<b>T-SHIRT WITH COLLAR</b> Rubberized, full color, 100% cotton Color: Army Green Back Upper Middle: A path to Unification and Reconciliation, 3 inches x 7 inches Front Left: QC Logo (3 inches x 3 inches) Sizes: 2XL – 10, XL – 20, L – 70, M – 30, S – 10, XS – 10	Piece	150		
5	<b>CONVENTION KITS</b> <ul style="list-style-type: none"><li>- Certificate of Attendance/Participation (Special Paper, Pale Cream, 10's/pack)</li><li>- Convention kit includes: Ballpen, finepoint, black, 1 piece</li></ul>	Kit	150		
TOTAL QUOTED AMOUNT:					