



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



REQUEST FOR QUOTATION  
SMALL VALUE PROCUREMENT - SECTION 53.9

DATE : November 15, 2022

PROJECT NO. : QCSBCDPO-22-CS1-1332

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FOOD AND DRINKS  
Approved Budget of  
the Contract : P 800,000.00  
End-User /  
Implementing Office : QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND  
PROMOTIONS OFFICE

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 18, 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
	ACTIVITY1				
1	AM Snack – sandwich, juice 240ml, 500ml bottled water ✓	Pack	100		
2	Lunch – plain rice, lumpiang shanghai, mixed veggies (chopsuey), fresh fruit, 500ml bottled water ✓	Pack	100		
3	PM Snack – burger sandwich, 500ml bottled water ✓	Pack	100		
	ACTIVITY 2				
4	AM Snack – sandwich, juice 240ml, 500ml bottled water	Pack	70		
5	Lunch – plain rice, grilled liempo, mixed veggies (chopsuey), fresh fruit, 500ml bottled water	Pack	70		
6	PM Snack – burger sandwich, 500ml bottled water	Pack	70		
	ACTIVITY 3				
7	AM Snack – sandwich, juice 240ml 500ml bottled water	Pack	80		
8	Lunch – plain rice, pork adobo, boiled egg, fresh fruit, 500ml bottled water	Pack	80		
	ACTIVITY 4				
9	AM Snack – sandwich, juice 240ml, 500ml bottled water	Pack	20		
10	Lunch – plain rice, grilled liempo, steamed veggies, fresh fruit, 500ml bottled water	Pack	20		
	ACTIVITY 5				
11	AM Snack – sandwich, juice 240ml, 500ml bottled water	Pack	120		
12	Lunch – plain rice, grilled liempo, steamed veggies, fresh fruit, 500ml bottled water	Pack	120		
13	PM Snack – burger sandwich, juice 240ml, 500ml bottled water	Pack	120		
	ACTIVITY 6				
14	AM & PM Snack – ham and cheese sandwich, baked mac and garlic bread, choice of juice 240ml or 500ml bottled water Lunch – plain rice, pork shanghai, steamed veggies, fresh fruit , 500ml bottled water	Pack	160		
	ACTIVITY 7				
15	AM Snack – sandwich, juice 240ml, 500ml bottled water	Pack	100		
	ACTIVITY 8				
16	AM Snack – sandwich, juice 240ml, 500ml bottled water	Pack	60		
17	Lunch – plain rice, beef broccoli, mixed veggies (chopsuey), fresh fruit, 500ml bottled water	Pack	60		
	ACTIVITY 9				
18	AM Snack – sandwich, juice 240ml, 500ml bottled water	Pack	200		
19	PM Snack – burger sandwich, 500ml bottled water	Pack	200		
	ACTIVITY 10				
20	AM Snack-ensaymada, 350ml bottled water Lunch-Shrimp vegetable stir fry with brownie on side, 350 ml bottled water PM Snack-pancit canton, 350ml bottled water	Pack	60		

	<b>ACTIVITY 11</b>				
21	AM Snack-clubhouse sandwich, 350ml bottled water Lunch- beef broccoli stir fry with banana on side, 350 ml bottled water PM Snack-banana bread, 350ml bottled water	Pack	60		
	<b>ACTIVITY 12</b>				
22	AM Snack-chicken empanada, 350ml bottled water Lunch- garlic roast chicken with mixed fruits on side, 350 ml bottled water PM Snack-special native bibingka, 350ml bottled water	Pack	100		
	<b>ACTIVITY 13</b>				
23	AM Snack-ginataang monggo and bread, 350ml bottled water Lunch- steamed rice, pork menudo, fresh fruits, 350 ml bottled water PM Snack-goto with egg, 350ml bottled water	Pack	180		
	<b>ACTIVITY 14</b>				
24	AM Snack-ginataang monggo and bread, 350ml bottled water Lunch- steamed rice, giniling ala cubana, boiled egg, fresh fruits, 350 or 500 ml bottled water PM Snack-goto with egg, 350ml bottled water	Pack	120		
	<b>ACTIVITY 15</b>				
25	AM Snack - clubhouse sandwich, 350ml bottled water	Pack	800		
26	PM Snack – baked mac with bread, 500ml bottled water)	Pack	800		
<b>TOTAL</b>					

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.

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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