



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.9)

DATE : **FEBRUARY 07, 2023**

PROJ. NO. : **CAO-23-CS1-0199**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF FOOD AND DRINKS**
Approved Budget of the Contract : **Php 399,900.00**
End-User / Implementing Office : **CITY ADMINISTRATOR'S 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 **FEBRUARY 10, 2023, 10:00 AM** 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 (2023);
- 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>MEALS</p> <p>Rice- steamed, fried Fish-1 pc or sliced (Fillet) Chicken- leg or half breast Lean Meat- 2 servings (Pork or Beef) Tofu- 1 serving, cube or slice Vegetables- choice of broccoli, ampalaya, kalabasa, carrot, cabbage, sayote, eggplant, etc. Fruits- banana, a slice of orange, papaya, or watermelon Sandwich- using regular or wheat bread, tuna or chicken with vegetables</p> <p>Note: should follow Go, Grow, Glow pattern per serving</p> <p>Drinks: bottled water, Brewed Coffee, hot tea, Buko Juice, Fruit Juice</p>	Pack	714		
2	<p>SNACKS</p> <p>Sandwich- using regular or wheat bread, egg, tuna or chicken spread with vegetables Pasta- carbonara, pesto, tomato-based sauce with toasted bread, 1 to 1 1/2 cup serving Pansit bihon or sotanghon- with puto or pandesal- 1 to 1 1/2 cups per serving 1 to 2 pcs of medium camote or other root crops 1 pc corn on the cob-steamed or boiled mix fruit salad/vegetable salad</p> <p>DRINKS: Fresh fruit Juice, Brewed coffee, Hot Tea, Bottled water</p> <p>NOTE: To be served in an eco-friendly food container. The supplier will cater the food at City Hall or in such other places designated by the end-user. Delivery is per activity.</p>	pack	1,000		

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

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Upon Request by the End-User until
December 31, 2023

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address