



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  
NEGOTIATED PROCUREMENT  
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : FEBRUARY 14, 2023

PROJECT NO. : HRMD-23-CS1-0224

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF FOOD & DRINKS AND OTHERS**  
Approved Budget of the Contract : **P589,530.00**  
End-User / Implementing Office : **HUMAN RESOURCE MANAGEMENT DEPARTMENT**

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 17, 2023 | 10:00a.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 (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	<b>A.M. SNACK / P.M. SNACK</b> Choices of Pasta or sandwich or burger, side dish (scalloped potatoes, Glazed carrots, Macaroni salad, Coleslaw, French fries, Hash brown. Macaroni soup, Pumpkin soup, Mushroom Soup, Crab and Corn soup, chicken soup, Dinner rolls/bread Garlic bread, Toasted bread/butter, Green salad, Baked beans, Assorted fruits, Seasonal fresh fruit, Mashed potatoes, Potato salad, Sauted Mushrooms, Cucumbers with dill, Fruit salad), and drink (water/unsweetened coffee/fresh fruit juices)	Pax	2000		
2	<b>LUNCH</b> Choices of Beef or pork or chicken or fish dish, vegetable dish (Sauted pechay, Tokwa with pechay, sauted French beans, Cauliflower, Broccoli with beef, sauted coleslaw, Roasted Asparagus, Baked beans, Corn and carrots, Roasted cauliflower, Sauted mixed vegetable, Steamed Broccoli with mushroom, Ginataang Sitaw at kalabasa, sauted Togue), steamed rice, dessert (Apple Pie, Brownies, Muffin, Assorted Cake slices, Chocolate/Vanilla Cupcake, Muffin, Banana bread, Pudding, Chocolate chip Cookies, cheese cake, Waffle, Egg pie, Tarts, Chocolate Mousse, Pecan Pie), and drink (water/unsweetened coffee/fresh fruit juices)	Pax	1000		
3	Candy, chewy, assorted fruit flavor, 50 pieces/pack	Pack	12		
4	Candy, chewy, mint flavor, 50 pieces/pack	Pack	12		
5	Chocolate, Classic, 7g, 36pieces/pack	Pack	12		
6	Peanut Bars, Milk Chocolate, 200g, 24 pieces/pack	Pack	12		



7	Chips, Ultimate Cheddar, 90g		Piece	30		
8	Chips, sweet corn flavored, 25g		Piece	30		
9	Battery, AA, heavy duty 4 pieces/pack		Pack	50		
10	Battery, 9V, alkaline		Pack	30		
11	Battery, AAA, heavy duty 4 pieces/pack		Pack	50		
12	Certificate Frame with Stand, 8.5 X 11 inches		Piece	50		
13	File Box, ideal for display and storage of magazines, arch files and documents, Type: Closed, Horizontal, Color: Black, Size Legal		Piece	20		
14	Folder Divider, Short, 10 tabs, plastic, 11 holes, assorted color		Piece	20		
15	Laser Presentation Remote, Supported OS: Windows Vista, 7, 8, Wireless Technology: 2.4GHz wireless technology, Interface: USB, Dimensions: 37.8 x 115.5 x 27.4 mm		Piece	2		
16	Lever Archfile, Long, 7cm, 2.5 inches side, black		Piece	20		
17	Marker, permanent, black, box of 12, broad		Box	1		
18	Marker, permanent, blue, broad		Piece	12		
19	Marker, permanent, red, fine		Piece	12		
20	Manila Paper, 36x48 inches, 2 sheets		Pack	50		
21	Paper, laid, cream, 8.5 x 13 inches, 100gsm 20pieces/pack		Pack	200		
22	Paper, Long, 250 sheets, 80gsm, assorted, neon colors		Pack	3		
23	Paper, Parchment, A4 size, 80gsm, 10 pieces/pack		Pack	50		
24	Photo Paper, A4 180gsm 10 pieces/pack, glossy		Pack	10		
25	Sticky Note, 14x60mm Neon 100s 4/pack Blister Tray		Piece	30		
26	Tape, double-sided, 18mm x 10mm, big roll		Roll	50		
27	Tape Dispenser, heavy duty		Piece	3		
28	Tape, Duct, Professional grade, Indoor and outdoor use. For general repairs, patching and mending, Strong, sticky and waterproof, 1.88 inches Width, 60-yard roll		Roll	3		
29	Wall Clock, Measurement: Height 36.4 x Width 5.6 x Length 36.6, ELECTRONIC BOARDS (PCB) 1 year / MOVEMENT (MOTOR) 5 year. Product Dimension: 0.6CMX41.4CMX41.6CM Weight: 1.15kgs		Piece	2		
	Terms of Payment: Every Three (3) Months					
TOTAL						

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

Delivery Period : **Upon Request by the End-User  
Until December 31, 2023**

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

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

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

\_\_\_\_\_  
Date

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