



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



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : March 7, 2023  
PR No. : DBO-23-CS1-0540

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Project Title : **PROCUREMENT OF FOOD & DRINKS AND OTHERS**

Approved budget of  
the Contract : **P 748,750.00**

End-User /  
Implementing Office : **DEPARTMENT OF THE BUILDING OFFICIAL**

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 **March 10, 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 (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **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 |
|----------|--|---------------|------|------------|------------|
|          | <b>ACTIVITY 1 – FOR 421 PAX</b>  |               |      |            |            |
| 1        | <b>AM Snacks</b> – Creamy Carbonara, Garlic Buttered French Bread, Pineapple Juice 8oz<br><b>Lunch</b> – Roasted Beef in Mushroom Sauce, Fish Fillet, Mashed Potato, Rice, Bottled Water 350ml<br><b>PM Snacks</b> - Cheeseburger, French Fries, Orange Juice 8oz<br><br><b>Training Materials</b><br>Filter Notebook – 152.4mm x 215.9mm (6 inches x 8.5 inches)<br>Ballpoint pen – 1 mm ball color: black<br>Transparent Plastic Envelope – Long 33cm x 23cm<br>Specialty Board Paper -(10 pcs per pack) legal size: 8.5 inches x 13 inches<br>Cartolina – 22.5 inches x 28.5 inches<br>Marker – Black<br>Regular Size sticky note - 3 inches x 2 inches | Lot           | 1    |            |            |
|          | <b>ACTIVITY 2 – FOR 421 PAX</b>  |               |      |            |            |
| 2        | <b>AM Snacks</b> – Chicken Lasagna, Buttered Toast Bread, Orange Juice 8oz<br><b>Lunch</b> – Beef Salpicao, Buttered Vegetables, Buko Pandan, Rice, Bottled Water 350ml<br><b>PM Snacks</b> – Crispy Chicken Sandwich, French Fries, Apple Juice 8oz<br><br><b>Training Materials</b><br>Filter Notebook – 152.4mm x 215.9mm (6 inches x 8.5 inches)<br>Ballpoint pen – 1 mm ball color: black<br>Transparent Plastic Envelope – Long 33cm x 23cm<br>Specialty Board Paper -(10 pcs per pack) legal size: 8.5 inches x 13 inches<br>Cartolina – 22.5 inches x 28.5 inches<br>Marker – Black<br>Regular Size sticky note - 3 inches x 2 inches              | Lot           | 1    |            |            |
|          | <b>Total Quoted Amount</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 : **Fifteen (15) Calendar Days**

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address



COST DERIVATION

|       | ITEM  | UNIT OF<br>ISSUE | QUANTITY | UNIT<br>PRICE | TOTAL |
|-------|---|------------------|----------|---------------|-------|
|       | <b>ACTIVITY 1</b>   |                  |          |               |       |
| 1     | AM Snacks – Creamy Carbonara, Garlic Buttered French Bread, Pineapple Juice 8oz               | Pax              | 421      |               |       |
| 2     | Lunch – Roasted Beef in Mushroom Sauce, Fish Fillet, Mashed Potato, Rice, Bottled Water 350ml | Pax              | 421      |               |       |
| 3     | PM Snacks - Cheeseburger, French Fries, Orange Juice 8oz                                      | Pax              | 421      |               |       |
| 4     | Filler Notebook – 1.52.4mm x 215.9mm (6 inches x 8.5 inches)                                  | Piece            | 421      |               |       |
| 5     | Transparent Plastic Envelope – Long Specialty Board Paper                                     | Piece            | 421      |               |       |
| 6     | Ballpoint pen – 1 mm ball color: black  | Piece            | 421      |               |       |
| 7     | Transparent Plastic Envelope – Long   | Piece            | 421      |               |       |
| 8     | Specialty Board Paper (10 pieces per pack)  | Pack             | 421      |               |       |
| 9     | Cartolina   | Piece            | 421      |               |       |
| 10    | Marker – Black  | Piece            | 421      |               |       |
| 11    | Regular Size post it (3 inches x 2 inches)  | Piece            | 421      |               |       |
|       | <b>ACTIVITY 2</b>   |                  |          |               |       |
| 12    | AM Snacks – Chicken Lasagna, Buttered Toast Bread, Orange Juice 8oz                           | Pax              | 421      |               |       |
| 13    | Lunch – Beef Salpicao, Buttered Vegetables, Buko Pandan, Rice, Bottled Water 350ml            | Pax              | 421      |               |       |
| 14    | PM Snacks – Crispy Chicken Sandwich, French Fries, Apple Juice 8oz                            | Pax              | 421      |               |       |
| 15    | Filler Notebook – 1.52.4mm x 215.9mm (6 inches x 8.5 inches)                                  | Piece            | 421      |               |       |
| 16    | Transparent Plastic Envelope – Long Specialty Board Paper                                     | Piece            | 421      |               |       |
| 17    | Ballpoint pen – 1 mm ball color: black  | Piece            | 421      |               |       |
| 18    | Transparent Plastic Envelope – Long   | Piece            | 421      |               |       |
| 19    | Specialty Board Paper (10 pieces per pack)  | Pack             | 421      |               |       |
| 20    | Cartolina   | Piece            | 421      |               |       |
| 21    | Marker – Black  | Piece            | 421      |               |       |
| 22    | Regular Size post it (3 inches x 2 inches)  | Piece            | 421      |               |       |
| TOTAL |   |                  |          |               |       |

Name: \_\_\_\_\_  
Legal Capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_