



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 53.9  
SMALL VALUE PROCUREMENT

DATE : **APRIL 11, 2023**

PROJECT NO. : **QCPC-23-CS1-0520**

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

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

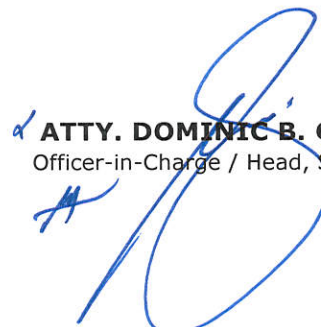
Approved Budget of  
the Contract : **P 170,000.00**

End-User /  
Implementing Office : **QUEZON CITY PROTECTION CENTER**

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 **APRIL 14, 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, 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
	SESSION 1				
1	<b>AM Snack:</b> Wheat bread egg sandwich medium size 222g, 500ml bottled water and coffee (in 12 oz. paper cup with cover, sugar and cream sachet), and plastic spoon and fork utensils	Pack	45		
2	<b>Lunch:</b> Sweet and sour fish with bell pepper and carrots, 1 cup steamed rice; fresh mango slice, Orange juice 200ml, 500ml bottled water and plastic spoon and fork utensils	Pack	45		
3	<b>PM Snack:</b> Arrozacaldo with egg, 500ml bottled water, Pineapple juice 200ml and plastic spoon and fork utensils	Pack	45		
	SESSION 2				
4	<b>AM Snack:</b> 2piece Hot cake 480g with 1piece banana, 500ml bottled and coffee (in 12 oz. paper cup with cover, sugar and cream sachet), and plastic spoon and fork utensils	Pack	45		
5	<b>Lunch:</b> Chicken Adobó, mixed veggies and 1 cup steamed rice, 1piece banana, Orange juice 200ml, 500ml bottled water and plastic spoon and fork utensils	Pack	45		
6	<b>PM Snack:</b> Fresh fruit salad, 500ml bottled water, orange juice and plastic spoon and fork utensils	Pack	45		
	SESSION 3				
7	<b>AM Snack:</b> Chicken Sandwich 250g, 500ml bottled water and coffee (in 12 oz. paper cup with cover, sugar and cream sachet) and plastic spoon and fork utensils	Pack	45		
8	<b>Lunch:</b> Pork Afritada and 1 cup steamed rice, mixed veggies, 1piece banana, Mango juice 200ml, 500ml bottled water and plastic spoon and fork utensils	Pack	45		
9	<b>PM Snack:</b> Suman sa lihiya and mango slice, Hot choco, 500ml water and plastic spoon and fork utensils	Pack	45		
	SESSION 3				
10	<b>AM Snack Session 4:</b> Clubhouse sandwich 350g, 500ml bottled water and coffee (in 12 oz. paper cup with cover, sugar and cream sachet) and plastic spoon and fork utensils	Pack	45		
11	<b>Lunch Session 4:</b> Pork BBQ, Vegetable chopsuey, 1 cup steamed rice, 1 slice watermelon, Orange juice 200ml, 500ml bottled water and plastic spoon and fork utensils	Pack	45		
12	<b>PM Snack Session 4:</b> Pancit bihon guisado and bread, Orange juice 200ml, 500ml bottled water, plastic spoon and fork utensils	Pack	45		
13	<b>Tarpaulin,</b> 5ft x 8ft (32sqft), 200gsm, vinyl, 4 eyelets; 300dpi printing; customized design, Title of Event	Piece	2		
14	<b>Sound Systems:</b> (4 Sessions) 2 powered speakers, 2 Speakers tripod; 2 wired Microphones (©±30% at 1KHZ, dimensional: More than-	Set	4		



	15Db; Mic mixer, Music player and mixing consoles, laptop and 1 cables and wires with operating technical personnel				
15	<b>Training Kit:</b> 1piece Notebook (steno type) 6 x 9 inches, 60 leaves; 2 pieces Manila Paper 36 x 48 inches 1piece Pen ballpoint stick with cover, black 1piece Pencil with eraser #2 1piece Portfolio expanded, long, plastic envelope with elastic string, button type.	Kit	200		
	<b>Terms of Payment:</b> Upon every completed delivery.				

**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, 2023**

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

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

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

\_\_\_\_\_  
Date

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

COST DERIVATION

PROJECT NAME: PROCUREMENT OF FOOD AND DRINKS, AND OTHERS  
PROJECT NO: QCPC-23-CS1-0520

FOR ITEM NO. 15 – TRAINING KIT– 200 KITS

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Notebook (steno type) 6 x 9 inches, 60 leaves;	Piece	1		
2	Manila Paper 36 x 48 inches	Piece	2		
3	Pen ballpoint stick with cover, black	Piece	1		
4	Pencil with eraser #2	Piece	1		
5	Portfolio expanded, long, plastic envelope with elastic string, button type	Piece	1		
TOTAL BID AMOUNT PER KIT					
MULTIPLY BY TOTAL QUANTITY OF KITS					200
TOTAL BID FOR ITEM NO. 15					

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_