



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 : JUNE 27, 2023

PROJECT NO. : QCU-23-CS1-0946

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF FOOD AND DRINKS**  
Approved Budget of the Contract : **Php146,000.00**  
End-User / Implementing Office : **QUEZON CITY UNIVERSITY**

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 **JUNE 30, 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 2022) (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

8/17/23

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><b>A. ALCUCOA BRIEFING</b></p> <p><b>1. Snack</b></p> <p>Sandwich/sandwich rolls or flame grilled cheese burger with veggie, noodles (choices of pasta, pancit or sotanghon) and drinks (fruit juice or bottled water 350ml)</p> <p><b>B. ACCREDITATION VISIT</b></p> <p><b>1. Breakfast for Accreditors (Day 1 only)</b></p> <p>Rice meal, 2 viands, fruit, drinks (coffee)</p> <p><b>2. AM Snack for Accreditors (3 days)</b></p> <p>Sandwich/sandwich rolls or flame grilled cheese burger with veggie, drinks (fruit juice or bottled water 350ml)</p> <p><b>3. Buffet Lunch-Catered for Accreditors (3 days)</b></p> <p>Steamed rice, 2 meat dish, fish dish (choices of relleno, grilled tuna, blue marlin or lapu-lapu), veggie dish, garden salad or appetizer, 1 fruit/dessert, 1 drinks (fruit juice or tea), free flowing coffee, and bottled water 350ml, includes set up/arrangement of buffet table</p> <p><b>4. PM Snack for Accreditors (3 days)</b></p> <p>Noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or bottled water 350ml)</p> <p><b>5. Packed AM Snack for Accreditation Team (Day 1 only)</b></p> <p>Sandwich/sandwich rolls or flame grilled cheese burger with veggie or noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or</p>	lot	1		

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<p>bottled water 350ml)</p> <p><b>6. Packed AM Snack for Working Committee (3 days)</b></p> <p>Sandwich/sandwich rolls or flame grilled cheese burger with veggie, drinks (fruit juice or bottled water 350ml)</p> <p><b>7. Packed Lunch for Working Committee (3 days)</b></p> <p>Steamed rice, meat or fish dish, veggie dish, 1 fruit/dessert, 1 drinks (fruit juice or iced tea), and bottled water 350ml</p> <p><b>8. Packed PM Snack for Working Committee (3 days)</b></p> <p>Noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or bottled water 350ml)</p> <p><b>9. Packed Snack for Stakeholders Conference</b></p> <p>Noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or bottled water 350ml)</p> <p><b>10. Packed AM Snack for Site Tour Community Extension</b></p> <p>Sandwich/sandwich rolls or flame grilled cheese burger with veggie or noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin,/root crop and drinks (fruit juice or bottled water 350ml)</p> <p><b>11. Packed PM Snack for Accreditation Team (Day 3 only)</b></p> <p>Noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or bottled water 350ml)</p> <p><b>12. Managed Buffet Dinner-Catered (Day 3)</b></p> <p>Steamed rice, 2 meat dish, fish dish (choices of relleno, grilled tuna, blue marlin or lapu-lapu), veggie dish, garden salad or appetizer, 1 fruit/dessert, 1 drinks (fruit juice or tea), free flowing coffee, and bottled water 350ml, includes set up/arrangement of buffet table</p> <p><b>TERMS OF REFERENCE:</b></p> <p>1) Delivery Period: Upon request by the end-user until December 31, 2023.</p> <p>2) The City shall pay the supplier upon completion of the activity and acceptance of the goods delivered therein and upon the presentation of the billing statement.</p> <p>3) Comply with the QC Nutritional Standards for food and drinks.</p>				
TOTAL:				

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

Signature



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

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.

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# Cost Derivation

PROJECT NAME: PROCUREMENT OF FOOD AND DRINKS  
PROJECT NO. QCU-23-CS1-0946

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
A.	ALCUCOA BRIEFING				
1	<b>Snack</b> Sandwich/sandwich rolls or flame grilled cheese burger with veggie, noodles (choices of pasta, pancit or sotanghon) and drinks (fruit juice or bottled water 350ml)	pax	70		
B.	ACCREDITATION VISIT				
2	<b>Breakfast for Accreditors (Day 1 only)</b> Rice meal, 2 viands, fruit, drinks (coffee)	pax	10		
3	<b>AM Snack for Accreditors (3 days)</b> Sandwich/sandwich rolls or flame grilled cheese burger with veggie, drinks (fruit juice or bottled water 350ml)	pax	10		
4	<b>Buffet Lunch-Catered for Accreditors (3 days)</b> Steamed rice, 2 meat dish, fish dish (choices of relleno, grilled tuna, blue marlin or lapu-lapu), veggie dish, garden salad or appetizer, 1 fruit/dessert, 1 drinks (fruit juice or tea), free flowing coffee, and bottled water 350ml, includes set up/arrangement of buffet table	pax	10		
5	<b>PM Snack for Accreditors (3 days)</b> Noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or bottled water 350ml)	pax	10		
6	<b>Packed AM Snack for Accreditation Team (Day 1 only)</b> Sandwich/sandwich rolls or flame grilled cheese burger with veggie or noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or bottled water 350ml)	pax	50		
7	<b>Packed AM Snack for Working Committee (3 days)</b> Sandwich/sandwich rolls or flame grilled cheese burger with veggie, drinks (fruit juice or bottled water 350ml)	pax	20		
8	<b>Packed Lunch for Working Committee (3 days)</b> Steamed rice, meat or fish dish, veggie dish, 1 fruit/dessert, 1 drinks (fruit juice or iced tea), and bottled water 350ml	pax	20		
9	<b>Packed PM Snack for Working Committee (3 days)</b> Noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice	pax	20		

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	or bottled water 350ml)				
10	<b>Packed Snack for Stakeholders Conference</b> Noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or bottled water 350ml)	pax	100		
11	<b>Packed AM Snack for Site Tour Community Extension</b> Sandwich/sandwich rolls or flame grilled cheese burger with veggie or noodles (choices of pasta, pancit or sotanghon) with toasted bread/ kakanin,/ root crop and drinks (fruit juice or bottled water 350ml)	pax	20		
12	<b>Packed PM Snack for Accreditation Team (Day 3 only)</b> Noodles (choices of pasta, pancit or sotanghon) with toasted bread/kakanin/root crop and drinks (fruit juice or bottled water 350ml)	pax	50		
13	<b>Managed Buffet Dinner-Catered (Day 3)</b> Steamed rice, 2 meat dish, fish dish (choices of relleno, grilled tuna, blue marlin or lapu-lapu), veggie dish, garden salad or appetizer, 1 fruit/dessert, 1 drinks (fruit juice or tea), free flowing coffee, and bottled water 350ml, includes set up/arrangement of buffet table	pax	30		
TOTAL:					

I hereby certify to comply and deliver all the above requirements.

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

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

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

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

