



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



REQUEST FOR QUOTATION
NEGOTIATED 53.9 -
SMALL VALUE PROCUREMENT.

DATE : JULY 4, 2023 ✓

PROJECT NO. : CTO-23-BEVERAGES-1048 ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **SUPPLIES FOR COFFEE VENDING MACHINE** ✓
Approved Budget of the Contract : **Php999,600.00** ✓
End-User / Implementing Office : **CITY TREASURER'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 **JULY 7, 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 ✓

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	3-in-1 Original	Cup	23,400		
2	3-in-1 Creamy	Cup	22,400		
3	Black Sweetened	Cup	22,000		
4	Hot Chocolate/Milo	Cup	660		
5	Cappuccino	Cup	680		
6	Brewed Uptown Mocha	Cup	702		
7	Café Latte	Cup	680		
	The Operator shall provide three (3) units of vending machines, free of charge, to be installed within the client's premises (cups included)				
	The Operator is engaged in the business of selling, operating and managing vending machines.				
	The Operator shall be responsible for the operation, management, maintenance and replenishment of the said vending machines.				
	The client shall provide a clean, suitable and hygienic location where the vending machines shall be installed				
	One (1) unit Vending Machine for emergency back-up (free of charge)				
	Terms of payment: Monthly basis upon receipt of billing statement.				
TOTAL:					

Amount in Words: _____

Amount in Words: _____

Delivery Period : UPON ISSUANCE OF NOTICE TO
PROCEED UNTIL DECEMBER 31, 2023
OR UNTIL THE ALLOCATED BUDGET
HAS BEEN CONSUMED, WHICHEVER
COMES FIRST

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

RA