

#### 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 :JULY 18, 2023
		PROJECT NO. : HRMD-23-CS1-1133
Name of Company	: .	
Address	: .	
Contact No.	: .	
Project Title	: .	PROCUREMENT OF FOOD & DRINKS AND OTHERS
Approved Budget of the Contract	:	P 983,706.00
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 **JULY 21, 2023, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 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)
- 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

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#### 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
	FOOD AND DRINKS  A.M. Snack/P.M. Snack (Good for 2,500 pax)	Lot	1		
	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)				
1	Lunch (Good for 1,000 pax) 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, Cupcake (Chocolate/Vanilla), 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)				
	<ul> <li>Candy, menthol, dalandan orange flavor, 50 pieces/pack, 12 packs</li> <li>Candy, soft chewy, tropical fruits flavor, 50 pieces/pack, 12 packs</li> <li>Candy, chewy, chocolate flavor, 20 pieces/pack, Net Weight: 160g, 24 packs</li> <li>Candy, coffee flavor, 50 pieces/pack, Net Weight: 6.17oz (175grams), 12 packs</li> </ul>				

- Chips, Potato Crisps, Cheese Flavored, 40g, 30 piece
- Chips, Multigrain Snacks, country cheddar flavored, 40g, 30 piece - Chips, Snack mix with curls, 100g, 30 piece

TRAINING MATERIALS		
Adapter, universal socket, voltage: 250V~, current: max 10A	20	Piece
Battery, AA, heavy duty 4 pieces/pack	50	Pack
Cable Tie, Material: UL approved Nylon 66,94V-2, Quantity: 50 pcs, Size: 8inches, Color: Black	30	Piece
Certificate Holder, 8.5inches x 11inches, Color: Black/Blue	50 0	Piece
Correction Tape, 5mm x 8m, Blue	10	Piece
Creamer, 5 grams, 24 pieces/pack	10	Pack
Fastener, Metal, 7cm, 50 pieces per box	50	Box
File Box, Vertical, Size Legal, Color: Black	10	Piece
Folder Divider, Long, 5 tabs, plastic, assorted color	40	Piece
Furniture Polisher, Lemon Scent, 330 ml	30	Bottle
Glue, multi-purpose, white, 240 grams, safe, non-toxic	30	Piece
HDMI Cable, 2.0 V with Ethernet and Audio return channel, 2 Latch Locking connector – prevents the plug from coming loose or undone, 24k gold plated copper contacts for corrosion resistance, ALMG triple shield 100%, RoHS soft black PVC jacket, 4k Ultra HDs, 10 meter, Male-to-Male	2	Piece
ID Name Plate, Horizontal, with Pin Acrylic, Size: 7.4 x 2.8cm, durable, clear, transparent	10	Piece
Laminating Film, Long 125microns, 100's (10pack/box)	10	Box
LED Lights, Double-ended, T8 Tube, 9 watts, 6500K Daylight	10 0	Tube
Lever Archfile, Long, 7cm, CP350, 2.5 inches side, black	50	Piece
Liquid Hand Soap, sweet pea scent, 750ml	25	Piece
Liquid Hand Soap, wild orchid scent, 750ml	25	Piece
Marker, permanent, black, box of 12, broad	5	Box
Marker, permanent, blue, broad	60	Piece
Marker, whiteboard, chisel type, color: black, 12 pieces/box	5	Box
Marker, whiteboard, chisel type, color: blue, 12 pieces/box	5	Box
Marker, whiteboard, chisel type, color: red, 12 pieces/box	3	Box
Manila Paper, 36x48 inches, 2 sheets	50	Pack
Microphone Stand, Boom microphone stand with folding tripod base for convenient storage and travel, 30inches boom with adjustable length and angle settings, Twist-style clutch for vertical height adjustments,  Tour-ready with rugged steel construction, Includes cable clip	3	Piece
Paper, copy, A4 size, 80gsm, 500 pages/ream	10 0	Ream
Paper, copy, Long size, 80gsm, 500 pages/ream	10 0	Rean
Paper, laid, cream, 8.5inches x 11inches 100gsm 20pieces/pack	10 0	Pack
Paper, Long, 250 sheets, 80gsm, assorted, neon colors	4	Pack
Paper, Parchment, Color: Cream, Letter size, 90gsm, 10 pieces/pack	50	Pack
Paper Cups, Plain white, 6.5oz x 50 pieces	50	Pack

aper Plate, Laminated, 5.5inches, 100 pieces pack aper Trimmer, Material: Plastic, size: 280 x 05mm encil, with Eraser. Size: XL, No. 2, 12 ieces / box encil Sharpener, Metal Desktop, Used for tandard pencils, Secure the sharpener on our desk using the included screw, Fitted havings tray, self-feeding and auto stop nechanism, Color: Black uncher, 2-hole, Punch Capacity: 30 sheets, 6 x 12 x 8 cm (LxWxH) record Book, 7.25inches x 10.75inches, with age Numbers, 512 pages eissors, Ideal for light everyday use in the ome or office, Lightweight, durable, tainless steel blades are corrosion-resistant, deal for paper, cardboard, light line, fabric and other materials, Pointed tip, Size: 9 nches, Black variant tirrer, Coffee Sticks, 100 pieces per pack ape, Adhesive, 24mm x 45m ape, Adhesive, 24mm x 45m ape, Duct, heavy duty, 48mm x 8m ape, Masking, heavy duty, 24mm x 20 yards ape Flags, 10 colors Color Index Label, deal for marking documents without writing n them oilet Tissue, 3 ply, 450 sheets, 12 rolls per ack rash Bag, Clear, Size: Medium (22inches x 4inches), Econo Pack, 30 pieces / pack whiteboard, Size: 12 x 12 inches, magnetic rith aluminum frame  30 Pair  9 Piece 30 Pair  9 Pair  9 Pair  9 Pair  9 Pair  9 Pack 9 P	aper Plate, Aluminum, 9inches, 100 pieces / ack	30	Pack
Paper Trimmer, Material: Plastic, size: 280 x (105mm)  Pencil, with Eraser. Size: XL, No. 2, 12	Paper Plate, Laminated, 5.5inches, 100 pieces	30	Pack
Pencil, with Eraser, Size: XL, No. 2, 12  Pencil Sharpener, Metal Desktop, Used for standard pencils, Secure the sharpener on your desk using the included screw, Fitted thavings tray, self-feeding and auto stop mechanism, Color: Black Puncher, 2-hole, Punch Capacity: 30 sheets, 10  Piece  Page Numbers, 512 pages  Pecisisors, Ideal for light everyday use in the some or office, Lightweight, durable, stainless steel blades are corrosion-resistant, deal for paper, cardboard, light line, fabric and other materials, Pointed tip, Size: 9  Inches, Black variant  Pitrier, Coffee Sticks, 100 pieces per pack  Page, Adhesive, 12mm x 45m  Page, Adhesive, 24mm x 45m  Page, Duct, heavy duty, 48mm x 8m  Pape, Duct, heavy duty, 24mm x 20 yards  Piece  Rape, Masking, heavy duty, 24mm x 20 yards  Piece  Rape, Masking documents without writing on them  Poilet Tissue, 3 ply, 450 sheets, 12 rolls per the sack  Prash Bag, Clear, Size: Medium (22inches x 24inches), Econo Pack, 30 pieces / pack  Whiteboard, Size: 12 x 12 inches, magnetic with aluminum frame	pack		
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Amount in Words:			

#### 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.

Delivery Period Warranty	: Fifteen (15) Calendar Days
	Signature over printed name
	Office Telephone No./Fax/Mobile No.
_	Date
-	Email Address

## **COST DERIVATION**

### PROJECT TITLE: PROCUREMENT OF FOOD & DRINKS AND OTHERS

PROJECT NUMBER: HRMD-23-C\$1-1133

1	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	2500	
2	Lunch (Good for 1,000 pax)	Pax	1000	
2	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, Cupcake (Chocolate/Vanilla), Muffin, Banana bread, Pudding, Chocolate chip Cookies, cheese cake, Waffle, Egg pie, Tarts, Chocolate Mousse, Pecan	rax	1000	
	Pie), and drink (water/unsweetened coffee/fresh fruit juices)			
3	Candy, menthol, dalandan orange flavor, 50 pieces/pack	Pack	12	
4	Candy, soft chewy, tropical fruits flavor, 50 pieces/pack	Pack	12	
5	Candy, chewy, chocolate flavor, 20 pieces/pack, Net Weight: 160g	Pack	24	
6	Candy, coffee flavor, 50 pieces/pack, Net Weight: 6.17oz (175grams)	Pack	12	-
7	Chips, Potato Crisps, Cheese Flavored, 40g	Piece	30	
8	Chips, Multigrain Snacks, country cheddar flavored, 40g	Piece	30	
9	Chips, Snack mix with curls, 100g	Piece	30	
	TRAINING MATERIALS			
10	Adapter, universal socket, voltage: 250V~, current: max 10A	Piece	20	
11	Battery, AA, heavy duty 4 pieces/pack	Pack	50	
12	Cable Tie, Material: UL approved Nylon 66,94V-2, Quantity: 50 pcs, Size: 8inches, Color: Black	Piece	30	
13	Certificate Holder, 8.5inches x 11inches, Color: Black/Blue	Piece	500	
14	Correction Tape, 5mm x 8m, Blue	Piece	100	
15	Creamer, 5 grams, 24 pieces/pack	Pack	100	
16	Fastener, Metal, 7cm, 50 pieces per box	Box	50	
17	File Box, Vertical, Size Legal, Color: Black	Piece	100	
18	Folder Divider, Long, 5 tabs, plastic, assorted color	Piece	40	
19	Furniture Polisher, Lemon Scent, 330 ml	Bottle	30	
20	Glue, multi-purpose, white, 240 grams, safe, non-toxic	Piece	30	
21	HDMI Cable, 2.0 V with Ethernet and Audio return channel, 2 Latch Locking connector – prevents the plug from coming loose or undone, 24k gold plated	Piece	2	

	copper contacts for corrosion resistance, ALMG triple shield 100%, RoHS soft black PVC jacket, 4k Ultra HDs, 10 meter, Male-to-Male			
22	ID Name Plate, Horizontal, with Pin Acrylic, Size: 7.4 x 2.8cm, durable, clear, transparent	Piece	100	
23	Laminating Film, Long 125microns, 100's 10packs/box	Box	10	
24	LED Lights, Double-ended, T8 Tube, 9 watts, 6500K Daylight	Tube	100	
25	Lever Archfile, Long, 7cm, CP350, 2.5 inches side, black	Piece	50	
26	Liquid Hand Soap, sweet pea scent, 750ml	Piece	25	
27	Liquid Hand Soap, wild orchid scent, 750ml	Piece	25	
28	Marker, permanent, black, box of 12, broad	Box	5	
29	Marker, permanent, blue, broad	Piece	60	
30	Marker, whiteboard, chisel type, color: black, 12 pieces/box	Box	5	
31	Marker, whiteboard, chisel type, color: blue, 12 pieces/box	Box	5	
32	Marker, whiteboard, chisel type, color: red, 12 pieces/box	Box	3	
33	Manila Paper, 36x48 inches, 2 sheets	Pack	50	
34	Microphone Stand, Boom microphone stand with folding tripod base for convenient storage and travel, 30 inches boom with adjustable length and angle settings,  Twist-style clutch for vertical height adjustments,  Tour-ready with rugged steel construction, Includes cable clip	Piece	3	
35	Paper, copy, A4 size, 80gsm, 500 pages/ream	Ream	100	
36	Paper, copy, Long size, 80gsm, 500 pages/ream	Ream	100	
37	Paper, laid, cream, 8.5inches x 11inches 100gsm 20pieces/pack	Pack	100	
38	Paper, Long, 250 sheets, 80gsm, assorted, neon colors	Pack	4	
39	Paper, Parchment, Color: Cream, Letter size, 90gsm, 10 pieces/pack	Pack	50	
40	Paper Cups, Plain white, 6.5oz x 50 pieces	Pack	50	
41	Paper Plate, Aluminum, 9inches, 100 pieces / pack	Pack	30	
42	Paper Plate, Laminated, 5.5inches, 100 pieces / pack	Pack	30	
43	Paper Trimmer, Material: Plastic, size: 280 x 105mm	Piece	5	
44	Pencil, with Eraser. Size: XL, No. 2, 12 pieces / box	Box	5	
45	Pencil Sharpener, Metal Desktop, Used for standard pencils, Secure the sharpener on your desk using the included screw, Fitted shavings tray, self-feeding and auto stop mechanism, Color: Black	Piece	3	
46	Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 12 x 8 cm (LxWxH)	Piece	10	
47	Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages	Piece	30	
48	Scissors, Ideal for light everyday use in the home or office, Lightweight, durable, stainless steel blades are corrosion-resistant, Ideal for paper, cardboard, light line, fabric and other materials, Pointed tip, Size: 9 Inches, Black variant	Pair	30	
49	Stirrer, Coffee Sticks, 100 pieces per pack	Pack	30	
50	Tape, Adhesive, 12mm x 45m	Roll	50	
51	Tape, Adhesive, 24mm x 45m	Roll	50	
52	Tape, Duct, heavy duty, 48mm x 8m	Roll	50	
53	Tape, Masking, heavy duty, 24mm x 20 yards	Roll	50	

54	Tape Flags, 10 colors Color Index Label, Ideal for marking documents without writing on them	Piece	50		
55	Toilet Tissue, 3 ply, 450 sheets, 12 rolls per pack	Pack	100		
56	Trash Bag, Clear, Size: Medium (22inches x 24inches), Econo Pack, 30 pieces / pack	Pack	50		
57	Trash Bag, Clear, Size: XXL (37inches x 40inches), Heavy Duty, 30 pieces / pack	Pack	50		
58	Whiteboard, Size: 12 x 12 inches, magnetic with aluminum frame	Piece	10		
				TOTAL	c