



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.9)

DATE : **JULY 18, 2023**

PROJ. NO. : **QCTD-23-CS1-1015**

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **PROCUREMENT OF FOOD AND DRINKS** ✓

Approved Budget of the Contract : **Php 986,800.00** ✓

End-User / Implementing Office : **QUEZON CITY TOURISM DEPARTMENT** ✓

Item Nos.	Approved Budget for The Contract
1-6	P 740,000.00 ✓
7-8	P 246,800.00 ✓
TOTAL ABC	P 986,800.00 ✓

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 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	Catered Meals Catered Meals for 300 pax - Soup: choice of Oriental Molo Soup, Cream of Mushroom Soup, Pumpkin Soup - Steamed Rice/ Garlic Rice - Beef Viand: choice of Korean Beef Stew, Italian Pot Roast, or Beef Rendang with Fried Potatoes - Chicken Viand: choice of Rosemary Chicken, or Braised Oriental Basil Chicken - Fish Viand: choice of Grilled Milkfish with Mango Salsa or Grilled Lemongrass Fish with Chili Coriander Sauce - Noodles: choice of Stir Fried Vermicelli, Penne Pesto Pasta or Meatball Spaghetti, - Vegetables: choice of Fresh Vegetable Rolls with Garlic Peanut Sauce, Grilled Asparagus, or Stir Fried Vegetables in Season - Dessert: choice of Mango Tapioca or Fruit Salad, or Pastries Inclusions: Full catering services, buffet table set-up, dining table set-up, plates and cutleries, single serve iced tea, free flowing purified water, tube ice, and coffee	package	1		
2	Packed meals Steamed rice, one viand (choice of beef tapa, beef caldereta, chicken ingasal, chicken adobo, fish fillet with tartar sauce, grilled pork chop, pork steak) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables), fresh fruit, coffee/ bottled water 350ml	pack	100		
3	Tarpaulin: quality material, 1mm x 3ft x 6ft. waterproof, with wooden frame	pc	100		
4	Tarpaulin: quality material, 1mm x 3m x 6m waterproof	pc	2		
5	AVP Production/ Photo and Video Coverage Inclusive of creative conceptualization, pre-event and event proper photo and video shoots, scriptwriting, editing, an output of 3-5-minute video material, with soft copies of all the still shots and video footage, up to 3 revisions for the final video material Team Composition: - 1 director - 1 head photographer - 1 head videographer	package	1		

	<ul style="list-style-type: none"> - 1 aerial drone videographer ✓ - 1 BTS photographer ✓ - 1 lighting assistant ✓ - 1 editor/ animator ✓ - 1 writer ✓ 				
6	Floral Wreath ✓ Made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves, with stand (wreath)	set ✓	6 ✓		
7	Rental of sounds, lights, LED Wall & other technical requirements ✓ For wide/ outdoor venue; inclusive of complete set-up of LED wall and lights and sound systems: Audio System: 1 set audio digital mixer, 1 set pioneer cdj player, 1 lot wired microphones, 8 units wireless microphones, 1 lot microphone cables, 1 lot stage rack, 1 lot microphone stand, 4 units communication head set; Speaker, Accessories: 12 units series powered speakers, 4 units ultimate subwoofer amplifier, 10 units stage monitor speaker, 1 lot wires, cable and accessories, 2 units hanging hard wire; Lighting: 12 units fresnel light, 16 units LED par 10 watts, 12 units sharp beam, 1 unit avolites controller, 4 units power pack, 2 units haze machine, 4 units DMX splitter, 12 units wash light, 6 units RGBW cove blinder; Generator Set: 150 KVA genset; LED Wall: 2 sets (9ft. x 12ft.) P3 LED Wall, 2 sets LED wall riser, 1 video processor, 1 sender box, 1 laptop, 1 box patch/ signal cable, 1 unit of 12 channel power distribution box, 75 meters #10 royal cord for main line; including delivery charges and manpower to install and dismantle the same	package ✓	1 ✓		
8	Rental of tents Outdoor event tent, size: 12ft x 12ft., inclusive of delivery charges, and manpower to install and dismantle the same	set ✓	12 ✓		

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 : **Within Forty-Five (45) Calendar Days**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address