



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 : AUGUST 01, 2023

PROJECT NO. : HRMD-23-CS1-1133B

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 **AUGUST 04, 2023, 10:00 A.M.** 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	<b>FOOD AND DRINKS</b>  <b>A.M. Snack/P.M. Snack (Good for 2,500 pax)</b> Choices of Pasta or sandwich or burger, side dish (scaloped 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)  <b>Lunch (Good for 1,000 pax)</b> 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)  - Candy, menthol, dalandan orange flavor, 50 pieces/pack, 12 packs - Candy, soft chewy, tropical fruits flavor, 50 pieces/pack, 12 packs - Candy, chewy, chocolate flavor, 20 pieces/pack, Net Weight: 160g, 24 packs - Candy, coffee flavor, 50 pieces/pack, Net Weight: 6.17oz (175grams), 12 packs - 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	Lot	1																																						
	<table><tr><th colspan="3">TRAINING MATERIALS</th></tr><tr><td>Adapter, universal socket, voltage: 250V~, current: max 10A</td><td>20</td><td>Piece</td></tr><tr><td>Battery, AA, heavy duty 4 pieces/pack</td><td>50</td><td>Pack</td></tr><tr><td>Cable Tie, Material: UL approved Nylon 66,94V-2, Quantity: 50 pcs, Size: 8inches, Color: Black</td><td>30</td><td>Piece</td></tr><tr><td>Certificate Holder, 8.5inches x 11inches, Color: Black/Blue</td><td>500</td><td>Piece</td></tr><tr><td>Correction Tape, 5mm x 8m, Blue</td><td>100</td><td>Piece</td></tr><tr><td>Creamer, 5 grams, 24 pieces/pack</td><td>100</td><td>Pack</td></tr><tr><td>Fastener, Metal, 7cm, 50 pieces per box</td><td>50</td><td>Box</td></tr><tr><td>File Box, Vertical, Size Legal, Color: Black</td><td>100</td><td>Piece</td></tr><tr><td>Folder Divider, Long, 5 tabs, plastic, assorted color</td><td>40</td><td>Piece</td></tr><tr><td>Furniture Polisher, Lemon Scent, 330 ml</td><td>30</td><td>Bottle</td></tr><tr><td>Glue, multi-purpose, white, 240 grams, safe, non-toxic</td><td>30</td><td>Piece</td></tr></table>					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	500	Piece	Correction Tape, 5mm x 8m, Blue	100	Piece	Creamer, 5 grams, 24 pieces/pack	100	Pack	Fastener, Metal, 7cm, 50 pieces per box	50	Box	File Box, Vertical, Size Legal, Color: Black	100	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
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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	100	Piece				
Laminating Film, Long 125microns, 100's (10pack/box)	10	Box				
LED Lights, Double-ended, T8 Tube, 9 watts, 6500K Daylight	100	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	100	Ream				
Paper, copy, Long size, 80gsm, 500 pages/ream	100	Ream				
Paper, laid, cream, 8.5inches x 11inches 100gsm 20pieces/pack	100	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				
Paper Plate, Aluminum, 9inches, 100 pieces / pack	30	Pack				
Paper Plate, Laminated, 5.5inches, 100 pieces / pack	30	Pack				
Paper Trimmer, Material: Plastic, size: 280 x 105mm	5	Piece				
Pencil, with Eraser. Size: XL, No. 2, 12 pieces / box	5	Box				
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	3	Piece				
Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 12 x 8 cm (LxWxH)	10	Piece				
Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages	30	Piece				
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	30	Pair				
Stirrer, Coffee Sticks, 100 pieces per pack	30	Pack				
Tape, Adhesive, 12mm x 45m	50	Roll				
Tape, Adhesive, 24mm x 45m	50	Roll				
Tape, Duct, heavy duty, 48mm x 8m	50	Roll				
Tape, Masking, heavy duty, 24mm x 20 yards	50	Roll				
Tape Flags, 10 colors Color Index Label, Ideal for marking documents without writing on them	50	Piece				
Toilet Tissue, 3 ply, 450 sheets, 12 rolls per pack	100	Pack				
Trash Bag, Clear, Size: Medium (22inches x 24inches), Econo Pack, 30 pieces / pack	50	Pack				
Trash Bag, Clear, Size: XXL (37inches x 40inches), Heavy Duty, 30 pieces / pack	50	Pack				
Whiteboard, Size: 12 x 12 inches, magnetic with aluminum frame	10	Piece				
TOTAL						

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 : 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 TITLE: **PROCUREMENT OF FOOD & DRINKS AND OTHERS**  
PROJECT NUMBER: **HRMD-23-CS1-1133B**

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) 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)	Pax	1000		
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 copper contacts for corrosion resistance, ALMG triple shield 100%, RoHS soft black PVC jacket, 4k Ultra HDs, 10 meter, Male-to-Male	Piece	2		
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, 30inches 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				

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: \_\_\_\_\_