

### 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 PROCUREMENT (SECTION 53.9 – SMALL VALUE PROCUREMENT)

		DATE : _AUGUST 01, 2023
		PROJECT NO. : HRMD-23-CS1-1133B
Name of Company	1,	
Address	:	
Contact No.	1	
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:

- PhilGEPS certificate (not expired on the time of opening of quotations); 1
- 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. DOMANIC 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	N .		UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	FOOD AND DRINKS			Lot	1		
	A.M. Snack/P.M. Snack (Good for 2,500 pax) Choices of Pasta or sandwich or burger, side dish (staglazed carrots, Macaroni salad, Coleslaw, French fr Macaroni soup, Pumpkin soup, Mushroom Soup, Crehicken soup, Dinner rolls/bread Garlic bread, Toast Green salad, Baked beans, Assorted fruits, Seasonal potatoes, Potato salad, Sauted Mushrooms, Cucumb salad), and drink (water/unsweetened coffee/fresh fr		Ŷ				
	Lunch (Good for 1,000 pax) Choices of Beef or pork or chicken or fish dish, veg pechay, Tokwa with pechay, sauted French beans, C Broccoli with beef, sauted coleslaw, Roasted Aspara Corn and carrots, Roasted cauliflower, Sauted mixed Steamed Broccoli with mushroom, Ginataang Sitaw Togue), steamed rice, dessert (Apple Pie, Brownies, Cake slices, Cupcake (Chocolate/Vanilla), Muffin, F Pudding, Chocolate chip Cookies, cheese cake, Waf Chocolate Mousse, Pecan Pie), and drink (water/unscoffee/fresh fruit juices)	54.					
1	- 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						
	TRAINING MATERIALS	T					
	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,	30	Piece				
	non-toxic						

### HDMI Cable, 2.0 V with Ethernet and Audio eturn channel, 2 Latch Locking connector—revents the plug from coming loose or undone, 24k gold plated copper contacts for corrosion esistance, ALMG triple shield 100%, RoHS soft lack PVC jacket, 4k Ultra HDs, 10 meter, Maleo-Male D Name Plate, Horizontal, with Pin Acrylic, 5ize: 7.4 x 2.8cm, durable, clear, transparent Laminating Film, Long 125microns, 100's 10 Box 10pack/box).  ED Lights, Double-ended, T8 Tube, 9 watts, 5500K Daylight .ever Archfile, Long, 7cm, CP350, 2.5 inches ide, black .iquid Hand Soap, sweet pea scent, 750ml 25 Piece liquid Hand Soap, wild orchid scent, 750ml 25 Piece Marker, permanent, bluck, box of 12, broad 5 Box Marker, permanent, blue, broad 60 Piece Marker, whiteboard, chisel type, color: blue, 12 5 Box bieces/box Marker, whiteboard, chisel type, color: blue, 12 5 Box bieces/box Marker, whiteboard, chisel type, color: blue, 12 5 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, whiteboard, chisel type, color: red, 12 3 Box bieces/box Marker, w
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Pager Cups, Plain white, 6.5oz x 50 pieces  Paper Plate, Aluminum, 9inches, 100 pieces / 30  Pack  Paper Plate, Laminated, 5.5inches, 100 pieces / 30  Pack  Paper Plate, Laminated, 5.5inches, 100 pieces / 30  Pack  Paper Plate, Laminated, 5.5inches, 100 pieces / 30  Pack  Paper Trimmer, Material: Plastic, size: 280 x  O5mm  Pencil, with Eraser. Size: XL, No. 2, 12 pieces / 5  Pox  Pencil Sharpener, Metal Desktop, Used for 3  Piece  Pager Number, Self-feeding and auto stop mechanism, 2  Polor Black  Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x  Piece  Pager Numbers, 512 pages
Paper Plate, Aluminum, 9inches, 100 pieces / 30 Pack back Paper Plate, Laminated, 5.5inches, 100 pieces / 30 Pack back Paper Trimmer, Material: Plastic, size: 280 x 05mm Pencil, with Eraser. Size: XL, No. 2, 12 pieces / 5 Box Pencil Sharpener, Metal Desktop, Used for tandard pencils, Secure the sharpener on your lesk using the included screw, Fitted shavings ray, self-feeding and auto stop mechanism, Color: Black Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 2 x 8 cm (LxWxH) Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages
Pack Paper Plate, Laminated, 5.5inches, 100 pieces / 30 Pack Paper Plate, Laminated, 5.5inches, 100 pieces / 30 Pack Paper Trimmer, Material: Plastic, size: 280 x
Paper Trimmer, Material: Plastic, size: 280 x  O5mm  Pencil, with Eraser. Size: XL, No. 2, 12 pieces /  Pencil Sharpener, Metal Desktop, Used for tandard pencils, Secure the sharpener on your lesk using the included screw, Fitted shavings ray, self-feeding and auto stop mechanism, Color: Black Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 2 x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages
Osmm Pencil, with Eraser. Size: XL, No. 2, 12 pieces / 5 Pencil Sharpener, Metal Desktop, Used for atandard pencils, Secure the sharpener on your lesk using the included screw, Fitted shavings ray, self-feeding and auto stop mechanism, Color: Black Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x   10 Piece   2 x 8 cm (LxWxH) Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages
Pencil Sharpener, Metal Desktop, Used for tandard pencils, Secure the sharpener on your lesk using the included screw, Fitted shavings ray, self-feeding and auto stop mechanism, Color: Black Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 2 x 8 cm (LxWxH) Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages
Pencil Sharpener, Metal Desktop, Used for tandard pencils, Secure the sharpener on your lesk using the included screw, Fitted shavings ray, self-feeding and auto stop mechanism, Color: Black Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 2 x 8 cm (LxWxH) Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages
lesk using the included screw, Fitted shavings ray, self-feeding and auto stop mechanism, Color: Black Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 10 Piece 2 x 8 cm (LxWxH) Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages
Color: Black Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 10 Piece 2 x 8 cm (LxWxH) Record Book, 7.25inches x 10.75inches, with 2age Numbers, 512 pages
2 x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages
Record Book, 7.25inches x 10.75inches, with 30 Piece Page Numbers, 512 pages
Scissors, Ideal for light everyday use in the home 30 Pair
or office, Lightweight, durable, stainless steel plades are corrosion-resistant, Ideal for paper,
eardboard, light line, fabric and other materials, Pointed tip, Size: 9 Inches, Black variant
Stirrer, Coffee Sticks, 100 pieces per pack 30 Pack
Fape, Adhesive, 12mm x 45m         50         Roll           Fape, 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     50     Piece
or marking documents without writing on them
Foilet Tissue, 3 ply, 450 sheets, 12 rolls per pack 100 Pack Frash Bag, Clear, Size: Medium (22 inches x 50 Pack
74inches), Econo Pack, 30 pieces / pack Trash Bag, Clear, Size: XXL (37inches x 50 Pack
Oinches), Heavy Duty, 30 pieces / pack
Whiteboard, Size: 12 x 12 inches, magnetic with 10 Piece lluminum frame

1	Y		
An	nount in Words:		
	Other Remilieur and		
	Other Requirements:		
	1. Copy of Valid and Current Sanitary Permit issued by the Health D		
	2. Statement of Compliance to Ordinance No. SP-2127, S-12 (I Styrofoam).	Prohibiting	the use of Plastic and
	3. Notarized Affidavit of Undertaking stating compliance to Exec Establishing the Quezon City Healthy Food Procurement Policy.	cutive Orde	r No. 16, Series of 2021
			J
	Delivery Period	į	Upon request by the End-user until December 31, 2023
	Warranty	:	
	-	Sid	gnature over printed name
		518	gnature over printed name
	-	Office 7	Telephone No./Fax/Mobile No.
			• Annual Control of the Control of t
	-		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	Piece	2		
	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				
22	ID Name Plate, Horizontal, with Pin Acrylic, Size:	Piece	100		
	7.4 x 2.8cm, durable, clear, transparent				
23	Laminating Film, Long 125microns, 100's	Box	10		
24	10packs/box LED Lights, Double-ended, T8 Tube, 9 watts,	Tube	100	The state of the s	
24	6500K Daylight	Tube	100		
25	Lever Archfile, Long, 7cm, CP350, 2.5 inches side,	Piece	50		
	black				
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	Box	5		
31	pieces/box	DOX	3		
32	Marker, whiteboard, chisel type, color: red, 12	Box	3		
	pieces/box				
33	Manila Paper, 36x48 inches, 2 sheets	Pack	50		
34	Microphone Stand, Boom microphone stand with	Piece	3		
	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				
25	cable clip		100		
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, 8.5 inches x 11 inches 100gsm 20pieces/pack	Pack	100		
38	Paper, Long, 250 sheets, 80gsm, assorted, neon	Pack	4		
	colors		3		
39	Paper, Parchment, Color: Cream, Letter size, 90gsm,	Pack	50		
	10 pieces/pack				
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	Piece	3		
	pencils, Secure the sharpener on your desk using the				
	included screw, Fitted shavings tray, self-feeding				
16	and auto stop mechanism, Color: Black	D:	10		
46	Dunahan Ohala Da I C 1 20 1 1 1 1 1 1 1	144000	110		
	Puncher, 2-hole, Punch Capacity: 30 sheets, 16 x 12	Piece	10		
47	x 8 cm (LxWxH)	#-4 000ccccx/regione/			
47	x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages	Piece	30		
47	x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages  Scissors, Ideal for light everyday use in the home or	#-4 000ccccx/regione/			
	x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages  Scissors, Ideal for light everyday use in the home or office, Lightweight, durable, stainless steel blades	Piece	30		
	x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages  Scissors, Ideal for light everyday use in the home or office, Lightweight, durable, stainless steel blades are corrosion-resistant, Ideal for paper, cardboard,	Piece	30		
	x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages  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,	Piece	30		
	x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages  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	Piece	30		
48	x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages  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,	Piece Pair	30		
48	x 8 cm (LxWxH)  Record Book, 7.25inches x 10.75inches, with Page Numbers, 512 pages  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  Stirrer, Coffee Sticks, 100 pieces per pack	Piece Pair Pack	30 30 30		

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:	