



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : AUGUST 29, 2023

PROJECT NO. : QCU-23-CS1-1340

Name of Company :
Address :
Contact No. :
Project Title : **PROCUREMENT OF FOOD AND DRINKS FOR QCU GENERAL ASSEMBLY**
Approved Budget of the Contract : **Php280,000.00**
End-User / Implementing Office : **QUEZON CITY UNIVERSITY**

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 **SEPTEMBER 1, 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	<p>VIP – Catered (Managed Buffet)</p> <p>1 Appetizer 1 Soup 1 Salad 3 Meats (Pork, Chicken & Beef) 1 Fish 1 Pasta 2 Desserts 3 Drinks (Water, Juice and Coffee)</p> <p>(includes set-up for tables and chairs)</p> <p>Terms of Reference:</p> <p>1) Delivery Period: Upon request by the end-user not later than December 31, 2023</p> <p>2) Delivery Place: Upon end-user's instruction subject to proper coordination with CGSD</p> <p>3) The City shall pay the supplier upon every successful delivery and acceptance of the goods delivered therein and upon the presentation of the billing statement.</p> <p>4) Comply with the QC Nutritional Standards. (Go, Grow & Glow)</p>	lot	1		
TOTAL QUOTED AMOUNT:					

Amount in Words: _____

Delivery Period : Upon request by the end-user not later than December 31, 2023

Warranty : _____

Handwritten signature/initials

Signature over printed name ✓

Office Telephone No./Fax/Mobile No. ✓

Date ✓

Email Address ✓

Other Requirement/s:
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. ✓

Agas

Cost Derivation

PROJECT NAME: PROCUREMENT OF FOOD AND DRINKS FOR
QCU GENERAL ASSEMBLY
PROJECT NO. QCU-23-CS1-1340

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	VIP – Catered (Managed Buffet) 1 Appetizer 1 Soup 1 Salad 3 Meats (Pork, Chicken & Beef) 1 Fish 1 Pasta 2 Desserts 3 Drinks (Water, Juice and Coffee) (includes set-up for tables and chairs)	pax	350		
TOTAL QUOTED AMOUNT:					

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: _____

