



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : September 06, 2023

PROJECT NO. : CLIMATE-23-CS1-0631B

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Project Title : **PROCUREMENT OF FOOD & DRINKS AND OTHERS**

Approved Budget of the Contract : **Php 744,787.00**

BREAKDOWN APPROVED BUDGET FOR THE CONTRACT	
Item Nos. 1 – 5	411,200.00
Item Nos. 6 - 9	34,417.00
Item Nos. 10 - 17	289,000.00
Item No. 18	1,100.00
Item No. 19	9,070.00
<b>TOTAL</b>	<b>P 744,787.00</b>

End-User /  
Implementing Office : **CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY 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 **SEPTEMBER 11, 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.

  
**MA. MARGARITA T. SANTOS, DPA**  
Chairperson, BAC- Goods and Services

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
	<b>Climate Camp / 1 Million Tree Commitment and Tree Planting Activity Urban Nature Declaration</b>				
1	<b>Lunch</b> Grilled fish with corn and carrots, banana, bottled water 350ml	pack	650		
2	<b>Snacks (AM/PM)</b> Chicken Ceasar Wrap, bottled water 350ml Chicken pesto pasta, bottled water 350ml	pack	1,300		
3	<b>Snacks</b> Chicken/fish burrito, water bottled water 350ml	pack	250		
4	<b>Purified Drinking Water</b> 5 gallon container	pc	20		
5	<b>Sintra Board</b> 6feet x 8feet with event title and QC and Office Logo	pc	4		
	<b>Tree Tagging Project / Apugan Cave Visit</b>				
6	<b>Laminating Film</b> Laminating Film, 125 micron, A4 size, 100 sheets/Ream	ream	20		
7	<b>Nylon Thread</b> 1mm diameter, 100m/roll, fishing line type	roll	3		
8	<b>Caving Helmet</b> Half-covered, ABS shell material, EPS liner material, outdoor climbing sports	pc	5		
9	<b>Caving Head Lamp</b> LED bulbs, waterproof, adjustable brightness, AA Battery	pc	5		
	<b>Tree Tagging Project / Apugan Cave Visit &amp; Coordination / Healthy Public Food Procurement Policy Training</b>				
10	<b>Snacks (AM/PM)</b> BLT Sandwich (wheat bread), fresh fruit, bottled water 350ml	pack	240		
11	<b>Lunch</b> fried fish, lumpiang sariwa, fresh fruit, brown rice, bottled water 350ml	pack	90		
12	<b>Signage (Sintra Board)</b> size: 3 ft. x 4 ft., thickness: 3 mm.	pc	2		

	<b>Apugan Cave Visit / Coordination</b>				
13	<b>Snacks (AM/PM)</b> BLT Sandwich (wheat bread), fresh fruit, bottled water 350ml	pack	610		
14	<b>Lunch</b> Chicken Inasal with atchara, pinakbet, banana cupcake, brown rice, bottled water 350ml	pack	15		
15	<b>Ref Magnet 8.5cm x 5.5cm</b>	pc	200		
16	<b>Signage (Sintra Board)</b> , size: 3feet x 4feet, thickness: 3mm	pc	2		
17	<b>Lunch</b> Beef Broccoli, vegetable okoy, banana, brown rice, bottled water 350ml	pack	500		
	<b>Apugan Cave Visit</b>				
18	<b>First Aid Kit</b> <u>Package Content:</u> First Aid Pouch, 8inches x 3inches x 5inches (1pc) Band Aid (10pcs) Alcohol Swab (6pcs) Iodine Cotton Swab (5pcs) Rubber Tourniquet (1pc) Elastic Bandage Roll (1roll) Cotton Balls (10pcs) (or equivalent to 1pack of 10g) Sterile Gloves (4pcs or 2pairs) Surgical Tape (1pc) Scissors (1pc) Cotton Buds (12pcs) Tweezers (1pc) 8ply Sterile Gauze Sponge, 4x4 (3pcs) Instant Cold Ice Pack (2pcs)	set	2		
	<b>Apugan Cave coordination</b>				
19	<b>Poster</b> , 12inches x 18inches, 148gsm poster paper, single side print, full color	pc	200		
	<b>Terms of Payment: Upon every completed delivery per activity</b>				
<b>TOTAL</b>					

Amount in Words:

OTHER REQUIREMENTS:
<ul style="list-style-type: none"><li>• Copy of Valid and Current Sanitary Permit issued by the Health Department.</li><li>• Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...).</li><li>• Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy.</li></ul>

*[Handwritten signature]*

Delivery Period : Upon request by the End-User  
Not Later Than December 31, 2023

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address