



**REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9 – SMALL VALUE PROCUREMENT)**

DATE : FEBRUARY 27, 2024
PROJECT NO. : QCPC-24-CS1-0540

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF FOOD AND DRINKS AND OTHERS
Approved Budget of the Contract : P 174,400.00
End-User / Implementing Office : QUEZON CITY PROTECTION CENTER

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 **MARCH 01, 2024, 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 (2024);
- 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.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.

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>FOOD AND DRINKS FOR QUARTERLY SESSION</p> <p>320 sets of packed meals – 1 set: AM snack, lunch, PM snack (80 pax x 4 Sessions)</p> <p>AM SNACK Am Snack Session 1: Wheat bread egg sandwich, coffee, and utensils Am Snack Session 2: Guinataang halohalo, coffee, and utensils Am Snack Session 3: Chicken Sandwich, coffee, and utensils Am Snack Session 4: Ham & cheese Sandwich, coffee, and utensils</p> <p>LUNCH Lunch Session 1: Fried Chicken quarter size, veggies, rice, Orange juice 200ml, and utensils Lunch Session 2: Chicken Adobo, chopsuey and rice, Orange juice 200ml, and utensils Lunch Session 3: Pork Afritada and rice, mixed veggies, Orange juice 200ml and utensils Lunch Session 4: Pork BBQ, chopsuey, rice, Orange juice 200ml, and utensils</p> <p>PM SNACK Pm Snack Session 1: 2-pc pancake with butter and syrup, Pineapple juice 200ml and utensils Pm Snack Session 2: Chicken sandwich, Orange juice and utensils Pm Snack Session 3: Ham and cheese sandwich, Orange juice 200ml and utensils Pm Snack Session 4: Pancit bihon guisado and bread, Orange juice 200ml, and utensils</p> <p>Tarpaulin (4 events): 5ft x 8ft (40sqft), as designed, Title of Event</p> <p>Training Kit (80 pax x 4 Sessions) (1) Pc. Notebook (steno type) 6 x 9 in. 60 leaves (2) pcs Manila Paper (1) Pc. Pen .5mm black with cover (1) pc. Zip lock envelope translucent acid free polypropylene, easy-slide zipper, translucent, 15.5 x 11.1 inches, 40g. (1) pc Certificate Holder 8.5 x 11 inches</p>	LOT	1		
Total Quoted Amount					

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, 2024

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

✓ Y #3

COST DERIVATION
PROJECT TITLE: PROCUREMENT OF FOOD AND DRINKS AND OTHERS
PROJECT NO.: QCPC-24-CS1-0540

ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT COST	TOTAL AMOUNT
1	Am Snack Session 1	80	PACK		
2	Am Snack Session 2	80	PACK		
3	Am Snack Session 3	80	PACK		
4	Am Snack Session 4	80	PACK		
5	Lunch Session 1	80	PACK		
6	Lunch Session 2	80	PACK		
7	Lunch Session 3	80	PACK		
8	Lunch Session 4	80	PACK		
9	PM Snack Session 1	80	PACK		
10	PM Snack Session 2	80	PACK		
11	PM Snack Session 3	80	PACK		
12	PM Snack Session 4	80	PACK		
13	Tarpaulin	4	PIECE		
	Training Kit				
14	(1) Pc. Notebook (steno type)	320	PIECE		
15	(2) pcs Manila Paper	320	SET		
16	(1) Pc. Pen .5mm black with cover	320	PIECE		
17	(1) pc. Zip lock envelope	320	PIECE		
18	(1) pc Certificate holder	320	PIECE		
				TOTAL	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____