



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

DATE : APRIL 30, 2024  
PROJECT NO. : OCM(PDAO)-24-CS1-0316

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FOOD AND DRINKS AND OTHERS  
Approved Budget of the Contract : P 329,400.00  
End-User / Implementing Office : OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)

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 **MAY 03, 2024, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired at 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 2023) (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 <b>provide correct and accurate</b> 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 <b>exceeding</b> the Approved Budget for the Contract (ABC) shall be <b>rejected</b> .					
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 <u>disqualification of Quotation</u> .					
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>ACTIVITY 1</b>				
1	Breakfast - choices of pork adobo, longanisa and fried chicken, steamed rice, mixed vegetables, carton - packed drinking water	pax	200		
2	Lunch - choices of Fried Chicken, pork steak and beef caldereta, steamed rice, mixed vegetable, mixed fruits, carton - packed drinking water	pax	200		
3	PM Snacks - Pasta and drinks (brewed coffee w/ muscovado sugar & low-fat fresh milk or Healthy Juice Drink)	pax	200		
4	Tarpaulin 4ft. X 8ft with QC logo, 1mm, printed text	pcs	2		
	<b>ACTIVITY 2</b>				
5	Breakfast - choices of pork adobo, longanisa and fried chicken, steamed rice, mixed vegetables, carton - packed drinking water	pax	100		
6	Lunch - choices of Fried Chicken, pork steak and beef caldereta, steamed rice, mixed vegetable, mixed fruits, carton - packed drinking water	pax	100		
7	PM Snacks - Pasta and drinks (brewed coffee w/ muscovado sugar & low-fat fresh milk or Healthy Juice Drink)	pax	100		
8	Token for Resource Speaker	set	1		
9	Tarpaulin 4ft. X 8ft with QC logo, 1mm, printed text	pc	1		
	<b>ACTIVITY 3</b>				
10	Breakfast - choices of pork adobo, longanisa and fried chicken, steamed rice, mixed vegetables, carton - packed drinking water	pax	200		
11	Lunch - choices of Fried Chicken, pork steak and beef caldereta, steamed rice, mixed vegetable, mixed fruits, carton - packed drinking water	pax	200		
12	PM Snacks - Pasta and drinks (brewed coffee w/ muscovado sugar & low-fat fresh milk or Healthy Juice Drink)	pax	200		
13	Tarpaulin 10ft. x 12ft. with QC Logo, 1mm, printed text	pcs	2		
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.

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COST DERIVATION

PROJECT TITLE: PROCUREMENT OF FOOD AND DRINKS AND OTHERS  
PROJECT NO.: OCM(PDAO)-24-CS1-0316

ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT COST	TOTAL AMOUNT
1	Customized Jacket water-repellant microfiber for all-weather wear; with colored QC Logo, PDAO logo size; 1 to 2 inch and printed text	7	piece		
2	Customized landscape tote bag - Made from canyas material (L) Print area: 1 side only, print size: 8x10 inches with printed text and design with logo 2 Inch; Printing Silk Screen Printing, Heat-press Printing	7	piece		
3	Customized Twist Pen Materials: Metal-like finish Twist Pen; Color: Any color; Print: full-color print, one side pint, maximum print size is applicable, digital direct printing, not silkscreen, not sticker; Design: PDAO logo and Printed Office Name printable area of 4 x 0.6 cm and 4 x 0.7 cm	7	piece		
4	Ceramic Mug 11 oz - Made with high-quality ceramic sublimation print logo 1 to 2 inches with design-colored output	7	piece		
5	Customized lanyard Back-to-Back Sublimation Lanyards Printing; Size in width: 3/4 inch & .1 inch; long strap: 36-inch including fold; short strap: 5-inch including fold; With buckle & logo; ( ) button	7	piece		
6	Custom personalized hard enamel badge, metallic iron zinc alloy color pins – 10 pcs/pack Item: Custom Personal Badge Attachment: Butterfly clutch, safety pin, or magnet plating; shiny gold/silver/ copper or any other plating colors Design: PDAO Logo Material: Zinc alloy/Iron/Brass Size: 28mm Thickness: 1.5mm	4	piece		
				TOTAL BID FOR ITEM NO. 8	

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

Handwritten marks and signature