



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC – Goods and Services  
2<sup>nd</sup> floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION  
SECTION 53.9  
SMALL VALUE PROCUREMENT

DATE : APRIL 02, 2024  
PROJECT NO. : PAISD-24-GI2-0274

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF GROCERY GIFT PACK  
Approved Budget of the Contract : P 180,212.76  
End-User / Implementing Office : PUBLIC AFFAIRS AND INFORMATION SERVICES 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 **APRIL 05, 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.**

*In Vd Jy/da*  
ATTY. DOMINIC B. GARCIA  
Officer-in-Charge / Head, BAC-Secretariat  
*is # done*

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	<b>GROCERY GIFT PACK</b>  (3pcs) corned beef – Filipino style, delicious guisade taste, 260g (2pcs) lunchceon meat – oriental style luncheon meat seasoned with authentic Chinese herbs and spices, 350g (3pcs) sardines – in tomato sauce, easy open can, 155g (2pcs) instant noodles – made with flat noodles in light chicken broth and topped with egg flakes, 55g (2pcs) instant pancit canton – captures the taste of traditional pancit canton (stir-fried noodles) with the rich flavors of sautéed onion, garlic, and savory chicken with calamansi, each pack includes dried noodles, a packet of seasonings, and a packet of soy sauce and oil flavoring, 60g (6pcs) instant coffee – lovely aroma and delicious flavor that avoids the bitterness of typical brewed coffee, made from the best selected coffee beans, can be served hot or cold, 27.5g (1pack) cheese cupcake – unique and exciting flavor that will surely tickle the taste buds, cheese cake original, 1 pack contains 10pcs x 30g (1pc) UQC bag – size: 38 x 44.5 x 24 cm, material: waterproof PP woven square eco bag, print: full, weight: 35g	PACK	182		
				<b>TOTAL</b>	

Amount in Words: \_\_\_\_\_

Delivery Period : Upon request by the end-user  
Warranty : until December 31, 2024

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

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

\_\_\_\_\_  
Date

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

COST DERIVATION

PROJECT TITLE: PROCUREMENT OF GROCERY GIFT PACK

PROJECT NO. PAISD-24-GI2-0274

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	AMOUNT	TOTAL AMOUNT
1	corned beef – Filipino style, delicious guisade taste, 260g	PIECE	546		
2	lunchceon meat – oriental style luncheon meat seasoned with authentic Chinese herbs and spices, 350g	PIECE	364		
3	sardines – in tomato sauce, easy open can, 155g	PIECE	546		
4	instant noodles – made with flat noodles in light chicken broth and topped with egg flakes, 55g	PIECE	364		
5	instant pancit canton – captures the taste of traditional pancit canton (stir-fried noodles) with the rich flavors of sautéed onion, garlic, and savory chicken with calamansi, each pack includes dried noodles, a packet of seasonings, and a packet of soy sauce and oil flavoring, 60g	PIECE	364		
6	instant coffee – lovely aroma and delicious flavor that avoids the bitterness of typical brewed coffee, made from the best selected coffee beans, can be served hot or cold, 27.5g	PIECE	1,092		
7	cheese cupcake – unique and exciting flavor that will surely tickle the taste buds, cheese cake original, 1 pack contains 10pcs x 30g	PACK	182		
8	UQC bag – size: 38 x 44.5 x 24 cm, material: waterproof PP woven square eco bag, print: full, weight: 35g	PIECE	182		
				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: \_\_\_\_\_

*[Handwritten signature]*