



REQUEST FOR QUOTATION  
SECTION 53.9  
SMALL VALUE PROCUREMENT

DATE : APRIL 30, 2024

PROJECT NO. : QCCCD-24-CS1-0685

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FOOD & DRINKS AND OTHERS  
Approved Budget of the Contract : P 394,150.00  
End-User / Implementing Office : QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES

BREAKDOWN OF THE APPROVED BUDGET FOR THE CONTRACT	
Item no. 1	83,650.00
Item nos. 2 - 4	59,350.00
Item nos. 5 - 9	75,150.00
Item nos. 10 - 12	176,000.00

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 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 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

QCG.PD.TSD.F.07

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>ACTIVITY 1</b>				
1	Training for 150 PAX: AM Snacks (Pasta with drinks (500ml Flavored juice drink/Coffee) Lunch (1 viand; 1 steamed rice, 1 dessert; 2 drinks (500ml water and 500ml flavored juice drink) PM Snacks (Pasta with drinks 500ml Flavored juice drink/Coffee) Tokens for Facilitator: Bag and Tumbler for 2 Pax TUMBLER: Bamboo tumbler with engraved QC Kabahagi Center Logo and QC Government Logo, 500ml vacuum insulated; for hot and cold drinks; stainless steel and reusable water bottle BAG: Canvas String Bags 13" x 15" with customized design with QC Government logo and QC Kabahagi Center logo 1 pc. streamer/tarp; Customized design and lay-out with QC Logo and QC Kabahagi Center Logo; 4ft. X 6ft.; Thickness: 13 ounce	LOT	1		
	<b>ACTIVITY 2</b>				
2	streamer/tarp; Customized design and lay-out with QC Logo and QC Kabahagi Center Logo; 4ft. X 6ft.; Thickness: 13 ounce	pc	5		
3	Snacks for activities with stakeholders: Pasta with 500ml flavored juice drink	pack	150		
4	Token for Participants - Canvas String Bags 13" x 15" with customized print design with QC logo and QC Kabahagi Center Logo	packs	150		
	<b>ACTIVITY 3</b>				
5	streamer/tarp; Customized design and lay-out with QC Logo and QC Kabahagi Center Logo; 4ft. X 6ft.; Thickness: 13 ounce	pc	1		
6	streamer/tarp; Customized design and lay-out with QC Logo and QC Kabahagi Center Logo; 10ft. X 8ft.; Thickness: 13 ounce	pc	1		
7	AM Snacks for activities with stakeholders: Carbonara with 500ml bottled water/flavored juice drink	pack	150		
8	Lunch for coordination meetings: (Packed Lunch in a paper bag; for distribution): Chicken/Pork viand, vegetable viand, with brownies and 500ml bottled water	pack	150		
9	PM Snacks for activities with stakeholders: 2 pc. Ham and Cheese sandwich with 500ml bottled water/flavored juice drink	pack	150		
	<b>ACTIVITY 4</b>				
10	Snacks for CEA-Seminar: Sandwich and Juice	packs	500		
11	Lunch for CEA-Seminar: 1pc Chicken Meal with Vegetable Sides and Drinks (500ml Bottled Water and Juice)	packs	500		
12	streamer/tarp; Customized design and lay-out with QC Logo and QC Kabahagi Center Logo; 10ft. X 8ft.; Thickness: 13 ounce	pc	1		
	<b>TOTAL</b>				

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.

**COST DERIVATION**

ITEM	QTY	UNIT COST	TOTAL COST
AM SNACKS	150 PAX		
LUNCH	150 PAX		
PM SNACKS	150 PAX		
TUMBLER	2 PIECES		
BAG	2 PIECES		
STREAMER/ TARP	1 PIECE		
		TOTAL	

Delivery Period : Upon request by the end-user not  
Warranty : later than December 31. 2024

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address