



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)

DATE : APRIL 23, 2024

PROJ. NO. : QCSBCDPO-24-CS1-0743B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF FOOD AND DRINKS, AND OTHERS**  
Approved Budget of the Contract : **Php602,475.00**  
End-User / Implementing Office : **QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTION 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

**APRIL 26, 2024, 10:00 AM** 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

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	AM SNACK - Chicken sandwich, fruit juice drink 240ml LUNCH - Plain rice, chicken pastel, banana, fruit juice drink 240ml PM SNACK - Spaghetti with bread, fruit juice drink 240ml TARPAULIN - 4ft x 12ft, 8oz with print TARPAULIN - 12ft x 10ft, 8oz with print PULL-UP BANNER - 3ft x 7ft, 8oz with print CERTIFICATES - A4 with colored print NOTEBOOK AND PENS - spiral notebook, 100 leaves, 178 x 254mm pen, hi-glider pen and correction tape blister pack ID CASE - 4.5 x 3 (inches), plastic case PERSONALIZED ID LANYARD - BYOB-QC YEP Logos	Lot	1		

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 : Forty-Five (45) Calendar Days  
Warranty : \_\_\_\_\_

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

COST DERIVATION

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	<u>AM SNACK</u> chicken sandwich, fruit juice drink 240ml	Pack	1120		
2	<u>LUNCH</u> steamed rice, chicken pastel, banana, fruit juice drink 240ml	Pack	1120		
3	<u>PM SNACK</u> spaghetti with bread, fruit juice drink 240ml	Pack	1120		
4	<u>TARPAULIN</u> 4ft x 12ft, 8oz with print	Piece	2		
5	<u>TARPAULIN</u> 12ft x 10ft, 8oz with print	Piece	1		
6	<u>PULL-UP BANNER</u> 3ft x 7ft, 8oz with print	Piece	1		
7	<u>CERTIFICATE</u> A4 with colored print	Piece	230		
8	<u>NOTEBOOK AND PENS</u> spiral notebook, 100 leaves, 178 x 254mm pen, hi-glider pen and correction tape blister pack	Piece	210		
9	<u>ID CASE</u> 4.5 x 3 (inches), plastic case	Piece	230		
10	<u>PERSONALIZED ID LANYARD</u> BYOB-QC YEP Logos	Piece	230		
TOTAL QUOTED AMOUNT					