



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : AUGUST 20, 2024

PROJECT NO. : QCDDRRMO-24-CS1-0746

Name of Company :  
Address :  
Contact No. :  
Project Title : **PROCUREMENT OF FOOD AND DRINKS AND OTHERS**  
Approved Budget of the Contract : **Php6,210,400.00**  
End-User / Implementing Office : **QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT 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 **AUGUST 27, 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.**

MA. MARGARITA S. MEJIA, DPA  
Chairperson, BAC- Goods and Services

10/28/24

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>EMERGENCY RESPONSE TRAINING</b> Beneficiaries: Teaching and Non-teaching personnel of SDO  <b>Food and Drinks</b> for 2 days for 4,300 pax  <b>Lunch</b> <ul style="list-style-type: none"><li>- 2 viands (pork/chicken)</li><li>- 1 rice</li><li>- 1 dessert</li><li>- Healthy juice drink minimum of 240ml</li><li>- 5-gallon purified water with provision of water dispenser and paper cups</li></ul> <b>PM Snack</b> <ul style="list-style-type: none"><li>- Pasta</li><li>- Sandwich</li><li>- Drinks (Brewed Coffee with muscovado sugar and low-fat fresh milk or healthy juice drink)</li></ul>	lot	1		
2	<b>PSYCHOLOGICAL FIRST AID TRAINING</b> Beneficiaries: School DRRM Coordinators, SDO Officials, TWG and Resource Speakers  <b>Inclusions: for 178 pax</b> <ul style="list-style-type: none"><li>- Conference Hall/ Function Room</li><li>- Hotel Accommodation (4 days)</li><li>- Able to accommodate 180 pax</li><li>- Includes the use of basic sound system with microphones, LCD projector and screen, white board and markers</li><li>- Free WI-FI access</li><li>- Welcome banner</li><li>- Free flowing coffee and water</li><li>- No Pillars in the middle</li><li>- Near the beach (part of the PFA Training custom/routine/practice)</li><li>- Use of swimming pool</li><li>- Free parking</li></ul>	lot	1		

Handwritten signature and date: 4/19/24

	<b>FOOD AND DRINKS</b>				
	<b>AM and PM Snacks</b> - sandwich, drinks (brewed coffee / fruit juice drink)				
	<b>Breakfast, Lunch, Dinner</b> - 1 viand (pork / chicken) - 1 side (vegetable / pasta) - 1 rice - Drinks (healthy juice drink minimum of 240ml, 5-gallon purified water with faucet with provision paper cups)				
TOTAL					

Amount in Words:

<b>OTHER REQUIREMENTS:</b>
<ul style="list-style-type: none"><li>• Copy of Valid and Current Sanitary Permit issued by the Health Department.</li><li>• Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...). (with project number and project title)</li><li>• Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy. (with project number and project title)</li></ul>

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



# Cost Derivation

PROJECT NAME: PROCUREMENT OF FOOD AND DRINKS AND OTHERS ,  
PROJECT NO. QCDDRRMO-24-CS1-0746 ,

• FOR ITEM 1

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Lunch (4,300 pax x 2 days)	pax	8,600		
2	PM Snack (4,300 pax x 2 days)	pax	8,600		
TOTAL FOR ITEM 1					

• FOR ITEM 2

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation and others (for 4 days)	pax	178		
TOTAL FOR ITEM 2					

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*