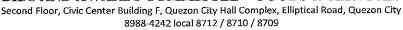


# Republika ng Pilipinas Lungsod Quezon

BIDS AND AWARDS COMMITTEE - GOODS & SERVICES





bacgoods.procurement@quezoncity.gov.ph

## REQUEST FOR QUOTATION NEGOTIATED PROCUREMENT SECTION 53.1

		DATE : AUGUST 20, 2024
		PROJECT NO. : QCDRRMO-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 <a href="Mailto:AUGUST 27">AUGUST 27, 2024, 10:00 AM</a> Philippine Standard Time, together with the following documents of your company:

- 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)
- 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

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MATRE

#### 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.
- 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	EMERGENCY RESPONSE TRAINING	lot	1		
	Beneficiaries: Teaching and Non-teaching personnel				
	of SDO				
	Food and Drinks		_		
	for 2 days for 4,300 pax				
	Lunch				
	- 2 viands (pork/chicken)				
	- 1 rice				
	- 1 dessert				
	- Healthy juice drink minimum of 240ml				
	- 5-gallon purified water with provision of water				
ļ	dispenser and paper cups				
	PM Snack				
	- Pasta				
	- Sandwich				
	<ul> <li>Drinks (Brewed Coffee with muscovado sugar and low-fat fresh milk or healthy juice drink)</li> </ul>				
2	PSYCHOLOGICAL FIRST AID TRAINING	lot	1		
_	Beneficiaries: School DRRM Coordinators, SDO		1		
	Officials, TWG and Resource Speakers				
	Inclusions: for 178 pax				
	- Conference Hall/ Function Room				
	- Hotel Accommodation (4 days)				
	- Able to accommodate 180 pax				
	- Includes the use of basic sound system with				
	microphones, LCD projector and screen, white				
	board and markers				
	- Free WI-FI access				
	- Welcome banner				
	- Free flowing coffee and water				
	- No Pillars in the middle				
	- Near the beach (part of the PFA Training				
	custom/routine/practice)				
	- Use of swimming pool				
	- Free parking				

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FOOD AND DRINKS			
AM and PM Snacks			·
- sandwich, drinks (brewed coffee / fruit juice		•	
drink)			
Breakfast, Lunch, Dinner			
- 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:			
		•	
			20.00

#### OTHER REQUIREMENTS:

- Copy of Valid and Current Sanitary Permit issued by the Health Department.
- Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...). (with project number and project title)
- 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)

	riod: <u>Upon Request by the End-user</u> mber 31, 2024
Warranty	:
	Signature over printed name
	Office Telephone No./Fax/Mobile No.
•	Date
•	Email Address

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## **Cost Derivation**

# PROJECT NAME: PROCUREMENT OF FOOD AND DRINKS AND OTHERS PROJECT NO. QCDRRMO-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
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: _	

J. B. K.