



Republika ng Pilipinas
Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : AUGUST 20, 2024

PROJECT NO. : QCRRMO-24-CS1-1008

Name of Company :
Address :
Contact No. :
Project Title : **PROCUREMENT OF FOOD AND DRINKS AND OTHERS**
Approved Budget of the Contract : **Php180,000.00**
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

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	<p>FOOD AND DRINKS AND OTHERS</p> <p>RADIO TACTICAL TRAINING</p> <p><u>Activity 1 (40 pax)</u></p> <p>AM Snack Sandwich, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Lunch 2 Viand (Pork/Chicken/Beef), 1 Side (Vegetable/Pasta), 1 Rice, 1 Dessert, Drinks (Healthy Juice Drink Minimum of 240ml/Carton-Packed Drinking Water)</p> <p>PM Snack Pasta, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Inclusion of 110 x 210mm composition notebook, 1 black ball point pen and activity leaflets</p> <p><u>Activity 2 (40 pax)</u></p> <p>AM Snack Sandwich, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Lunch 2 Viand (Pork/Chicken/Beef), 1 Side (Vegetable/Pasta), 1 Rice, 1 Dessert, Drinks (Healthy Juice Drink Minimum of 240ml/Carton-Packed Drinking Water)</p> <p>PM Snack Pasta, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Inclusion of 110 x 210mm composition notebook, 1 black ball point pen and activity leaflets</p> <p><u>Activity 3 (40 pax)</u></p> <p>AM Snack Sandwich, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p>	lot	1		

6/1/25

<p>Lunch 2 Viand (Pork/Chicken/Beef), 1 Side (Vegetable/Pasta), 1 Rice, 1 Dessert, Drinks (Healthy Juice Drink Minimum of 240ml/Carton-Packed Drinking Water)</p> <p>PM Snack Pasta, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Inclusion of 110 x 210mm composition notebook, 1 black ball point pen and activity leaflets</p> <p>DISASTER RISK REDUCTION MANAGEMENT TRAINING</p> <p><u>Activity 1 (40 pax)</u></p> <p>AM Snack Sandwich, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Lunch 2 Viand (Pork/Chicken/Beef), 1 Side (Vegetable/Pasta), 1 Rice, 1 Dessert, Drinks (Healthy Juice Drink Minimum of 240ml/Carton-Packed Drinking Water)</p> <p>PM Snack Pasta, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Inclusion of 110 x 210mm composition notebook, 1 black ball point pen and activity leaflets</p> <p><u>Activity 2 (40 pax)</u></p> <p>AM Snack Sandwich, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Lunch 2 Viand (Pork/Chicken/Beef), 1 Side (Vegetable/Pasta), 1 Rice, 1 Dessert, Drinks (Healthy Juice Drink Minimum of 240ml/Carton-Packed Drinking Water)</p> <p>PM Snack Pasta, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Inclusion of 110 x 210mm composition notebook, 1 black ball point pen and activity leaflets</p> <p><u>Activity 3 (40 pax)</u></p> <p>AM Snack Sandwich, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>Lunch 2 Viand (Pork/Chicken/Beef), 1 Side (Vegetable/Pasta), 1 Rice, 1 Dessert, Drinks (Healthy Juice Drink Minimum of 240ml/ Carton-Packed Drinking Water)</p> <p>PM Snack Pasta, drinks (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p>				
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26/09/18

	Inclusion of 110 x 210mm composition notebook, 1 black ball point pen and activity leaflets				
					TOTAL

Amount in Words:

OTHER REQUIREMENTS:
<ul style="list-style-type: none"> • 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)

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

[Handwritten signature]

Cost Derivation

PROJECT NAME: PROCUREMENT OF FOOD AND DRINKS AND OTHERS
PROJECT NO. QCDDRRMO-24-CS1-1008

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	RADIO TACTICAL TRAINING				
	ACTIVITY 1				
1	AM Snack	pax	40		
2	Lunch	pax	40		
3	PM Snack	pax	40		
	ACTIVITY 2				
4	AM Snack	pax	40		
5	Lunch	pax	40		
6	PM Snack	pax	40		
	ACTIVITY 3				
7	AM Snack	pax	40		
8	Lunch	pax	40		
9	PM Snack	pax	40		
	DISASTER RISK REDUCTION MANAGEMENT TRAINING				
	ACTIVITY 1				
10	AM Snack	pax	40		
11	Lunch	pax	40		
12	PM Snack	pax	40		
	ACTIVITY 2				
13	AM Snack	pax	40		
14	Lunch	pax	40		
15	PM Snack	pax	40		
	ACTIVITY 3				
16	AM Snack	pax	40		
17	Lunch	pax	40		
18	PM Snack	pax	40		
TOTAL BID AMOUNT					

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/initials