



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 53.9

DATE : AUGUST 13, 2024
PROJECT NO. : QCTD-24-CS1-1183

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF FOOD AND DRINKS, AND OTHERS
Approved Budget of the Contract : Php478,496.00
End-User / Implementing Office : QUEZON CITY TOURISM DEPARTMENT

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 16, 2024, 10:00 AM** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired at 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
	ACTIVITY I				
1	Packed Meals - steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir-fried vegetables, ensaladang talong), fresh fruit, carton-packed drinking water/ healthy juice drink minimum of 240ml	pack	150		
2	AM Snack - One pasta/ noodles (choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Linguini with Pesto Sauce, Sotanghon Guisado), carton-packed drinking water/ healthy juice minimum of 240ml	pack	150		
3	PM Snack - One pasta/ noodles (choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Linguini with Pesto Sauce, Sotanghon Guisado), carton-packed drinking water/ healthy juice minimum of 240ml	pack	150		
4	Venue - Conference Hall / Function Room Package - Usage Time: 8 hours of venue access with air conditioning, plus an additional 4 hours for ingress and egress - Capacity: Accommodates up to 150 people - Included Amenities: Audio-Visual Equipment: Basic sound system and LCD projectors with screens; Technical Support: On-site technical assistance; Setup: Tables and chairs arranged as per end-user's requirements	package	1		
5	Attendees' Kit - Spiral Notebook: 80 leaves, vertical type, A5 size; Pencil No. 2 with eraser; Ballpoint pen, 0.5mm tip size, retractable; Brown envelope, legal size	set	100		
6	Tarpaulin - quality material, 1 mm x 4ft x 8ft	pc	2		



	waterproof				
	ACTIVITY II				
7	Packed Meals - steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir-fried vegetables, ensaladang talong), fresh fruit, carton-packed drinking water/ healthy juice drink minimum of 240ml	pack	360		
8	AM Snack - One pasta/ noodles (choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Linguini with Pesto Sauce, Sotanghon Guisado), carton-packed drinking water/ healthy juice minimum of 240ml	pack	360		
9	PM Snack - One pasta/ noodles (choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Linguini with Pesto Sauce, Sotanghon Guisado), carton-packed drinking water/ healthy juice minimum of 240ml	pack	360		
TOTAL:					

Amount in Words: _____

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

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 and initials.

COST-DERIVATION

PROJECT NAME: PROCUREMENT OF FOOD AND DRINKS, AND OTHERS
PROJECT NO. QCTD-24-CS1-1183

For Item No. 5

1) Notebook	Piece	100	_____
80 leaves, vertical type, A5 size			
2) Pencil	Piece	100	_____
No. 2 with eraser			
3) Ballpoint pen	Piece	100	_____
0.5mm tip size, retractable			
4) Envelope	Piece	100	_____
brown, legal size			

TOTAL
BID FOR
ITEM
NO. 5 _____

Name: _____
Legal Capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of: _____

Handwritten signature and initials.