



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

baggoods.procurement@quezoncity.gov.ph



BAGONG PILIPINAS

REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : SEPTEMBER 3, 2024  
Project  
No. : QCU-24-CS1-1253B

Name of Company :  
Address :  
Contact No. :  
Project Title : PROCUREMENT OF FOOD AND DRINKS  
Approved Budget of  
the Contract : P 54,150.00  
End-User /  
Implementing Office : QUEZON CITY UNIVERSITY

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 **SEPTEMBER 6, 2024, 10:00 A.M.** 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

W9/8

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><b>FOR QCU FOUNDATION ANNIVERSARY</b></p> <p><b>FOOD AND DRINKS</b></p> <p>A) AM SNACK – BUDGET Sandwich and Drink (Coffee or Juice)</p> <p>B) LUNCH – REGULAR PACKED 2 Viand (Pork/Chicken/Fish), 1 Rice, 1 Dessert, 2 Drinks (Water and Juice)</p> <p>C) PM SNACK – REGULAR Pasta and Drink (Coffee or Juice)</p> <p><b>Terms of Reference:</b></p> <p>1) Terms of Payment: Payment shall be made upon every successful delivery</p> <p>2) Comply with the QC Nutritional Standards for food and drinks</p>	lot	1		
Total Quoted Amount					

Amount in Words: \_\_\_\_\_

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

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<b>Other Requirement/s:</b>	
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...) with project number and project title.
3)	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).

# *Cost Derivation*

**PROJECT NO. QCU-24-CS1-1253B**  
**PROJECT TITLE: PROCUREMENT OF FOOD AND DRINKS**

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	<b>FOR QCU FOUNDATION ANNIVERSARY FOOD AND DRINKS</b>				
1	<b>AM SNACK – BUDGET</b> Sandwich and Drink (Coffee or Juice)	pax	95		
2	<b>LUNCH – REGULAR PACKED</b> 2 Viand (Pork/Chicken/Fish), 1 Rice, 1 Dessert, 2 Drinks (Water and Juice)	pax	95		
3	<b>PM SNACK – REGULAR</b> Pasta and Drink (Coffee or Juice)	pax	95		
<b>GRAND TOTAL:</b>					

I hereby certify to comply and deliver all the above requirements.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Request for Quotation for and behalf of: \_\_\_\_\_