REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : SEPTEMBER 17, 2024
Project No. : QCU-24-CS1-1253C

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 20, 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

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

Amount in Words: ______________________________

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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

QCU-24-CS1-1253C

Other Requirement/s:
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-CS1-1253C
PROJECT TITLE: PROCUREMENT OF FOOD AND DRINKS

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

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: ______________________________