



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 : OCTOBER 10, 2024  
Project No. : BPLD-24-SERVICES-1417

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD)  
BEVERAGE SERVICE  
Approved Budget of the Contract : P 966,400.00  
End-User / Implementing Office : BUSINESS PERMITS AND LICENSING 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 **OCTOBER 15, 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.**

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												
	<p>QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD) BEVERAGE SERVICE</p> <p>To enhance the overall experience of applicants and guests by providing complimentary beverages while waiting thereby improving customer satisfaction and promoting a more pleasant and efficient service environment. The initiative aligns with the department’s goal of providing exceptional service and fostering a welcoming environment for all applicants and guests.</p> <p>A. beverage Service Agreement is being proposed wherein a Service Provider shall operate the Beverage Service stall located within the premises of the BPLD.</p> <p>Scope of Work:</p> <p>The facility or stall shall be intended for beverage services only.</p> <p>The service provider shall:</p> <p>1.Offer Coffee (black), Hot Tea (unsweetened), and Fresh Fruit Juices (unsweetened), in its menu.</p> <table><tr><td>N o.</td><td>Beverage</td><td>Quantity</td></tr><tr><td>1</td><td>Coffee (black), 8oz</td><td>4,026</td></tr><tr><td>2</td><td>Hot Tea (unsweetened 8oz</td><td>4,026</td></tr><tr><td>3</td><td>Fresh Fruit Juices (unsweetened) 8oz</td><td>4,028</td></tr></table> <p>2.Prepare each beverage within three (3) minutes or less.</p> <p>*** Terms of Reference shall be integral part of Quotation ***</p>	N o.	Beverage	Quantity	1	Coffee (black), 8oz	4,026	2	Hot Tea (unsweetened 8oz	4,026	3	Fresh Fruit Juices (unsweetened) 8oz	4,028				
N o.	Beverage	Quantity															
1	Coffee (black), 8oz	4,026															
2	Hot Tea (unsweetened 8oz	4,026															
3	Fresh Fruit Juices (unsweetened) 8oz	4,028															
Total Quoted Amount:																	

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

OTHER REQUIREMENTS:	
1.	List of Track Record at least three (3) years in the operation of a beverage service or shop (as indicated in the business permits and sanitary permit) with Project Title and Project Name.
2.	Submission of business permit and sanitary permit within the last three (3) year
3.	Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...) with project number and project title.
4.	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.
5.	Submit Sample Menu of Coffee, Hot Tea, and Fresh Fruit Juices
6.	Notarized Affidavit of Undertaking stating compliance with the following:
a)	Use the premises exclusively for the purposes provided under the Agreement. Transfer or assignment of the Agreement and/or any space of the facility to other parties as well as use for services for outside clients are not allowed;
b)	Maintain the cleanliness and sanitation of the premises and equipment. The Concessionaire shall conduct a general and thorough cleaning of the premises and equipment at least once a month;

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- c) Exercise utmost diligence in the stewardship of the facility and equipment by turning off/unplugging all electric appliances and lights at the end of each operation hours;
- d) Provide and/or install pertinent equipment, appliances and devices that are necessary in providing beverage services;
- e) Regularly provide maintenance service to the equipment and appliances and assume the cost of major repairs and/or replacements thereof;
- f) Ensure the proper use and maintenance of the facility. It shall be liable for the cost of damage and/or necessary repairs caused by or those that are reasonably attributable to the neglect or misuse by the service provider and its employees; and
- g) Strictly comply with waste segregation management and waste disposal.

(Please refer to the Terms or Reference Section V. (C))

Delivery Period : UNTIL DECEMBER 31, 2024 OR UNTIL THE ALLOCATED BUDGET HAS BEEN CONSUMED. WHICHEVER COMES FIRST

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

Handwritten marks: a checkmark, a small 'v' or 'w' mark, and a 'y' mark.

# COST DERIVATION

PROJECT NAME: QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD) BEVERAGE SERVICE

PROJECT NO. BPLD-24-SERVICES-1417

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL COST
1	Coffee (black), 8oz	Cup	4,026		
2	Hot Tea (unsweetened 8oz	Cup	4,026		
3	Fresh Fruit Juices (unsweetened) 8oz	Cup	4,028		
				TOTAL BID	

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

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

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

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