



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



BAGONG PILIPINAS

REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : SEPTEMBER 30, 2024

PROJECT NO. : SDO-24-CS1-0610

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF FOOD AND DRINKS  
Approved Budget of the Contract : Php5,136,360.00  
End-User / Implementing Office : SCHOOLS DIVISION OFFICE

Breakdown of Approved Budget for the Contract	
Item Nos. 1-8	Php4,962,360.00
Item Nos. 9-10	Php174,000.00
Total ABC	Php5,136,360.00

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 03, 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

QCG.PD.TSD.F.07

#4689

### 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.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Division Science Project: Science, Technology, Research in Innovative Ventures No. of pax: 140, No. of Sessions: 12, Total: 140 x 12 = 1,680 pax, (AM Snack, Lunch and PM Snack)	pax	1,680		
2	Division Project: Center for Excellence in Science, Technology, Engineering and Mathematics (STEM) No. of pax: 112, No. of Sessions: 10, Total: 112 x 10 = 1,120 pax, (AM Snack, Lunch and PM Snack)	pax	1,120		
3	Journalism Academy: A Comprehensive Program for Campus Journalist Food/Meals for Meefings No. of pax: 15, No. of Sessions: 5, Total: 15 x 10 = 75 pax, (AM Snack, Lunch and PM Snack)	pax	75		
4	Journalism Academy: A Comprehensive Program for Campus Journalist Food/Meals for Students and Trainers and TWG's No. of pax: 150, No. of Sessions: 20, Total: 150 x 20 = 3,000 pax, (AM Snack, Lunch and PM Snack)	pax	3,000		
5	Centrex for Student Leadership Batch 25 No. of pax: 147, No. of Sessions: 9, Total: 147 x 9 = 1,323 pax, (AM Snack, Lunch and PM Snack)	pax	1,323		
6	Centrex for Student Leadership Batch 25 Food/Meals During Meetings No. of pax: 16, No. of Sessions: 6, Total: 16 x 6=96 pax, (AM Snack or PM Snack)	pax	96		
7	Division (ERSTS): Enhancing Scientific Research Skills Through Scientific Investigatory Project No. of pax: 112, No. of Sessions: 12, Total: 112 x 12 = 1,344 pax, (AM Snack, Lunch and PM Snack)	pax	1,344		
8	Schools DRRM Camp. No. of pax: 314, No. of Sessions: 2, Total: 314 x 2 = 628 pax, (AM Snack, Lunch and PM Snack)	pax	628		
9	Training Workshop of Students Delegates to the 2024 RSPC No. of pax: 150, No. of Sessions: 2, Total: 150 x 2 = 300 pax, (AM Snack, Lunch and PM Snack)	pax	300		
10	Search for Outstanding School Publications No. of pax: 12, No. of Sessions: 4, Total: 12 x 4 = 48 pax, (AM Snack, Lunch and PM Snack)	pax	48		
	<b>Choices for AM Snack:</b> Pancit Canton, Puto, Coffee or Juice, Water service catered				

Lasagna, Dinner Roll, Coffee or Juice, Water service catered Chicken Sopas, Toasted Bread, Coffee or Juice, Water service catered Pancit Bihon or Pancit Canton, Pandesal, Coffee or Juice, Water service catered Carbonara, Garlic Bread, Coffee or Iced Tea, Water service catered <b>Choices for Lunch:</b> Kare-kare, Fried Fish, Rice, Fruits in Season, Juice, Water service catered Daing na Bangus, Pinakbet, Rice, Fruits in Season, Water service catered Fried Chicken, Mixed Vegetables with Quail Eggs, Rice, Fruits in Season, Juice, Water service catered Beef Mechado, Sauteed Vegetables, Rice, Fruits in Season, Iced Tea, Water service catered Pink Salmon Sinigang, Sauteed Beans, Rice, Fruits in Season, Iced Tea, Water service catered <b>Choices for PM Snack:</b> Chicken Sandwich, Iced Tea, Coffee, Water service catered Lugaw with Hard Boiled Egg, Coffee of Juice, Water service catered Ensaymada, Iced Tea, Coffee, Water service catered Sotanghon, Iced Tea, Coffee, Water service catered Chicken Sandwich, Iced Tea, Coffee, Water service catered				
TOTAL				

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

**Amount in Words:**

Other Requirement/s:
<ul style="list-style-type: none"><li>• <b>Copy of Valid and Current Sanitary Permit issued by the Health Department.</b></li><li>• <b>Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...), with project title and project number.</b></li><li>• <b>Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy, with project title and project number.</b></li></ul>

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