



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 53.1
TWO FAILED BIDDINGS

DATE : NOVEMBER 14, 2024
Project
No. : PAISD-24-VPS2-0295


Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PRODUCTION OF CHRISTMAS VIDEO
Approved Budget of
the Contract : P 997,680.00
End-User /
Implementing Office : PUBLIC AFFAIRS AND INFORMATION SERVICES 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 **NOVEMBER 19, 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
1	<p>CHRISTMAS JOY SPECIAL 2024</p> <ul style="list-style-type: none">• Pre-production research• Script revision – up to three (3) revisions• Rental of equipment for seven (7) days: lights, audio camera, and editing machine• Talent fee for twenty-eight (28) artists/ supporting actors and production crew• Facebook boosting: twenty (20) days duration of the 3-5 minutes Christmas Video• PRE-PRODUCTION: meetings (packed lunch for 20 pax x 3 days = 60)• FINAL PRODUCTION: meetings (packed lunch for 32 pax x 2 days = 64)• PRODUCTION: shoot<ul style="list-style-type: none">- Packed breakfast for production (32 pax x 5 days = 160)- Packed lunch for production (32 pax x 5 days = 160)- Packed PM snack (32 pax x 5 days = 160)- Packed dinner for production (32 pax x 5 days = 160) <p><u>MENU</u></p> <p>PRE-PRODUCTION</p> <p>LUNCH: Inclusive of (2) Viand-Pork/Chicken/Beef, (1) Side-Vegetable/Pasta, (1) Rice, (1) Dessert (2) Drinks-Water & Juice</p> <ul style="list-style-type: none">• Choices for Pork Viand:<ul style="list-style-type: none">- Pork Menudo/ Pork Adobo/ Pork Caldereta/ Bicol Express/ Pork Binagoongan/ Picadillo with Quail Egg/ Pork Steak• Choices for Chicken Viand:<ul style="list-style-type: none">- Chicken Teriyaki/ Chicken Curry/ Roasted Chicken with Gravy/ Chicken Adobo/ Chicken Afritada/ Chicken Garlic Parmesan/ Classic Fried Chicken/ Spicy Orange Chicken• Choices for Beef Viand:<ul style="list-style-type: none">- Beef and Mushroom/ Beef Tapa/ Beef Steak• Choices for Dessert:<ul style="list-style-type: none">- Buko pandan, leche flan, coffee jelly, brownies, cake, pastries, kakanin, ensaymada <p>PRODUCTION</p> <p>BREAKFAST: Inclusive of (1) Viand-Pork/Chicken/Beef/Fish, (1) Rice, (1) Side Dish (2) Drinks-Water & Juice/Coffee</p>	LOT	1		

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<ul style="list-style-type: none">• Choices of Beef tapa/Pork Tocino/Comed Beef/ DaingnaBangus with Garlic Rice and Boiled Egg/Scrambled Egg/ Sunny side up Egg <p>LUNCH: Inclusive of (2) Viand-Pork/Chicken/Beef, (1) Side-Vegetable/Pasta, (1) Rice, (1) Dessert (2) Drinks-Water & Juice</p> <ul style="list-style-type: none">• Choices for Pork Viand<ul style="list-style-type: none">- Pork Menudo/ Pork Adobo/ Pork Caldereta/ Bicol Express/ Pork Binagoongan/ Picadillo with Quail Egg/ Pork Steak• Choices for Chicken Viand<ul style="list-style-type: none">- Chicken Teriyaki/ Chicken Curry/ Roasted Chicken with Gravy/ Chicken Adobo/ Chicken Afritada/ Chicken Garlic Parmesan/ Classic Fried Chicken/ Spicy Orange Chicken• Choices for Beef Viand<ul style="list-style-type: none">- Beef and Mushroom/ Beef Tapa/ Beef Steak• Choices for Dessert<ul style="list-style-type: none">- Buko pandan, leche flan, coffee jelly, brownies, cake, pastries, kakanin, ensaymada <p>DINNER: Inclusive of (2) Viand-Pork/Chicken/Beef, (1) Side-Vegetable/Pasta, (1) Rice, (1) Dessert (2) Drinks-Water & Juice</p> <ul style="list-style-type: none">• Choices for Pork Viand<ul style="list-style-type: none">- Pork Menudo/ Pork Adobo/ Pork Caldereta/ Bicol Express/ Pork Binagoongan/ Picadillo with Quail Egg/ Pork Steak• Choices for Chicken Viand<ul style="list-style-type: none">- Chicken Teriyaki/ Chicken Curry/ Roasted Chicken with Gravy/ Chicken Adobo/ Chicken Afritada/ Chicken Garlic Parmesan/ Classic Fried Chicken/ Spicy Orange Chicken• Choices for Beef Viand<ul style="list-style-type: none">- Beef and Mushroom/ Beef Tapa/ Beef Steak• Choices for Dessert<ul style="list-style-type: none">- Buko pandan, leche flan, coffee jelly, brownies, cake, pastries, kakanin, ensaymada <p>PM SNACKS</p> <ul style="list-style-type: none">• Bihon Guisado, Malunggay Bread/ Sotanghon Guisado/ Pancit Canton, Taisan Slices/ Spaghetti Bolognese, Banana bread/ Pasta Carbonara, Carrot bread/ Seafood Pasta with Oil and garlic, Cheese rolls/ Baked Macaroni, Cheese pimiento sandwich/ Tuna Salad, Cinnamon rolls/ Ham and Cheese sandwich, Mocha cake slices/ Asado roll, White choco cake slices/ Egg salad sandwich, Yema/ Chicken salad sandwich, Oatmeal Cookies• Drinks for snacks: Coffee/Juice <p>FINAL PRODUCTION</p> <p>LUNCH: Inclusive of (2) Viand-Pork/Chicken/Beef, (1) Side-Vegetable/Pasta, (1) Rice, (2) Drinks-Water, Juice, Coffee</p> <ul style="list-style-type: none">• Choices for Pork Viand<ul style="list-style-type: none">- Pork Menudo/ Pork Adobo/ Pork Caldereta/ Bicol Express/ Pork Binagoongan/ Picadillo with Quail Egg/ Pork Steak• Choices for Chicken Viand<ul style="list-style-type: none">- Chicken Teriyaki/ Chicken Curry/ Roasted Chicken with Gravy/ Chicken Adobo/ Chicken Afritada/ Chicken Garlic Parmesan/ Classic Fried Chicken/ Spicy Orange Chicken• Choices for Beef Viand<ul style="list-style-type: none">- Beef and Mushroom/ Beef Tapa/ Beef Steak• Choices for Dessert<ul style="list-style-type: none">- Buko pandan, leche flan, coffee jelly, brownies, cake, pastries, kakanin, ensaymada				
Total Quoted Amount:				

Amount in Words: _____

Additional Requirement/s:
<ul style="list-style-type: none">• 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)

NO.	GENERAL DESCRIPTION	UNIT OF ISSUE	QTY	UNIT COST	TOTAL COST
1	Pre-production research	PACKAGE	1		
2	Script revision – up to three (3) revisions	PACKAGE	1		
3	Rental of equipment for seven (7) days: lights, audio camera, and editing machine	PACKAGE	1		
4	Talent fee for twenty-eight (28) artists/ supporting actors and production crew	PACKAGE	1		
5	Facebook boosting: twenty (20) days duration of the 3-5 minutes Christmas Video	PACKAGE	1		
6	PRE-PRODUCTION: meetings (packed lunch for 20 pax x 3 days)	PACKS	60		
7	FINAL PRODUCTION: meetings (packed lunch for 32 pax x 2 days)	PACKS	64		
8	Packed breakfast for production (32 pax x 5 days)	PACKS	160		
9	Packed lunch for production (32 pax x 5 days)	PACKS	160		
10	Packed PM snack (32 pax x 5 days)	PACKS	160		
11	Packed dinner for production (32 pax x 5 days)	PACKS	160		
				TOTAL	

Delivery Period : Upon Request by the End-User Not Later than December 31, 2024

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address