



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 35.1

DATE : APRIL 14, 2025
Project No. : QCU-25-CS1-0365

Name of Company :
Address :
Contact No. :
Project Title : PROCUREMENT OF FOOD AND DRINKS
Approved Budget of the Contract : P 999,600.00
End-User / Implementing Office : QUEZON CITY UNIVERSITY

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
BUDGET FOR ITEM NOS. 1-3	PHP 339,300.00
BUDGET FOR ITEM NOS.4-17	PHP 660,300.00
TOTAL ABC:	PHP 999,600.00

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 **APRIL 22, 2025, 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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
	ADMINISTRATIVE SUPPORT PROGRAM				
1	Activities of the Office of the President, Other Activities for OP a) Snack (VIP-Packed) – 200 pax Pasta/noodles, sandwich or bread, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (VIP-Packed) – 200 pax 2 viands (beef/pork/chicken/fish), 1 side (vegetable/pasta), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
2	Academic Affairs Meetings a) Snack (VIP-Packed) – 100 pax Pasta/noodles, sandwich or bread, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (VIP-Packed) – 100 pax 2 viands (beef/pork/chicken/fish), 1 side (vegetable/pasta), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
3	Academic Affairs Activities a) Snack (Regular) – 190 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 190 pax 2 viands (beef/pork/chicken/fish), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		



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	ACADEMIC PROGRAM				
4	ACTIVITY 1 a) Snack (Regular) – 700 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 350 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
5	ACTIVITY 2 a) Snack (Regular) – 120 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 60 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
6	ACTIVITY 3 a) Snack (Regular) – 120 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 60 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
7	ACTIVITY 4 a) Snack (Regular) – 60 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 30 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
8	ACTIVITY 5 a) Snack (Regular) – 400 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 200 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		

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9	ACTIVITY 6 a) Snack (Regular) – 8 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 8 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
10	ACTIVITY 7 a) Snack (Regular) – 20 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 22 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
11	ACTIVITY 8 a) Snack (Regular) – 150 pax pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 75 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
12	ACTIVITY 9 a) Snack (Regular) – 75 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 75 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
13	ACTIVITY 10 a) Snack (Regular) – 15 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 15 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		

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14	ACTIVITY 11 a) Snack (Regular) – 15 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 15 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
15	ACTIVITY 12 a) Snack (Regular) – 15 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 15 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
16	ACTIVITY 13 a) Snack (Regular) – 15 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 15 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
17	ACTIVITY 14 a) Snack (Regular) – 15 pax Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils b) Lunch (Regular-Packed) – 15 pax 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	lot	1		
	TERMS OF REFERENCE: 1) The City shall pay the supplier upon completion of the activity and acceptance of the goods delivered therein and upon the presentation of the billing statement 2) Comply with the Quezon City Nutritional Standards for food and drinks				
Total Quoted Amount:					

Amount in Words:

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Additional 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.

Delivery Period

:

Upon request by the end-user until

December 31, 2025

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Cost Derivation

PROJECT NAME: PROCUREMENT OF FOOD AND DRINKS
PROJECT NO. QCU-25-CS1-0365

COST DERIVATION FOR ITEM NO. 1

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	Activities of the Office of the President, Other Activities for OP				
1	Snack (VIP-Packed) Pasta/noodles, sandwich or bread, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	200		
2	Lunch (VIP-Packed) 2 viands (beef/pork/chicken/fish), 1 side (vegetable/ pasta), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	200		
TOTAL FOR ITEM NO. 1:					

COST DERIVATION FOR ITEM NO. 2

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	Academic Affairs Meetings				
1	Snack (VIP-Packed) Pasta/noodles, sandwich or bread, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	100		
2	Lunch (VIP-Packed) 2 viands (beef/pork/chicken/fish), 1 side (vegetable/ pasta), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	100		
TOTAL FOR ITEM NO. 2:					



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COST DERIVATION FOR ITEM NO. 3

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	Academic Affairs Activities				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	190		
2	Lunch (Regular-Packed) 2 viands (beef/pork/chicken/fish), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	190		
TOTAL FOR ITEM NO. 3:					

COST DERIVATION FOR ITEM NO. 4

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 1				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	700		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	350		
TOTAL FOR ITEM NO. 4:					

COST DERIVATION FOR ITEM NO. 5

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 2				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	120		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	60		
TOTAL FOR ITEM NO. 5:					



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COST DERIVATION FOR ITEM NO. 6

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 3				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	120		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	60		
TOTAL FOR ITEM NO. 6:					

COST DERIVATION FOR ITEM NO. 7

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 4				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	60		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	30		
TOTAL FOR ITEM NO. 7:					

COST DERIVATION FOR ITEM NO. 8

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 5				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	400		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	200		
TOTAL FOR ITEM NO. 8:					



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COST DERIVATION FOR ITEM NO. 9

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 6				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	8		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	8		
TOTAL FOR ITEM NO. 9:					

COST DERIVATION FOR ITEM NO. 10

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 7				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	20		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	22		
TOTAL FOR ITEM NO. 10:					

COST DERIVATION FOR ITEM NO. 11

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 8				
1	Snack (Regular) pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	150		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	75		
TOTAL FOR ITEM NO. 11:					



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COST DERIVATION FOR ITEM NO. 12

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 9				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	75		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	75		
TOTAL FOR ITEM NO. 12:					

COST DERIVATION FOR ITEM NO. 13

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 10				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	15		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	15		
TOTAL FOR ITEM NO. 13:					

COST DERIVATION FOR ITEM NO. 14

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 11				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	15		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	15		
TOTAL FOR ITEM NO. 14:					



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COST DERIVATION FOR ITEM NO. 15

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 12				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	15		
2	Lunch (Regular-Packed) 2 viands (pork/ chicken/ fish/ vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	15		
TOTAL FOR ITEM NO. 15:					

COST DERIVATION FOR ITEM NO. 16

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 13				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	15		
2	Lunch (Regular-Packed) 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	15		
TOTAL FOR ITEM NO. 16:					

COST DERIVATION FOR ITEM NO. 17

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
	ACTIVITY 14				
1	Snack (Regular) Pasta/noodles, drink (brewed coffee with muscovado sugar and low-fat fresh milk or healthy juice drink) with eco-friendly packaging and utensils	pax	15		
2	Lunch (Regular-Packed) 2 viands (pork/chicken/fish/vegetable), rice, dessert, healthy juice drink with eco-friendly packaging and utensils	pax	15		
TOTAL FOR ITEM NO. 17:					

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Quotation for and behalf of: _____



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