



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 35.1

DATE : MAY 22, 2025

PROJECT NO. : QCU-25-CS1-0537

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : PROCUREMENT OF FOOD AND DRINKS

Approved Budget of the Contract : Php512,640.00

End-User / Implementing Office : QUEZON CITY UNIVERSITY

APPROVED BUDGET FOR THE CONTRACT	
Item Nos. 1-2	P 262,140.00
Item Nos. 3	P 250,500.00
TOTAL	P 512,640.00

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 **MAY 27, 2025 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 (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



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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>University International Research Conference</p> <p><u>Activity 1</u> Lunch / VIP-Catered 1 Rice, 1 Appetizer, 1 Soup, 1 Salad, 3 Meat (Pork, Chicken, and Beef), 1 Fish, 1 Pasta, 2 Desserts, 3 Drinks (Purified water in 5-gallon container with provision of water dispenser, Healthy Juice Drink, and Brewed Coffee with Muscovado Sugar & Low-Fat Fresh Milk)</p> <p>AM Snack VIP 1 Pasta/Noodles, 1 Sandwich/Bread, Drinks (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p>PM Snack VIP 1 Pasta/Noodles, 1 Sandwich/Bread, Drinks (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p><u>Activity 2</u> AM Snack Regular Pasta/Noodles, Drink (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p>Lunch Regular-Packed 2 Viand (Pork/Chicken/Fish), 1 Rice, 1 Dessert, Healthy Juice Drink</p> <p>PM Snack Regular Pasta/Noodles, Drink (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p><u>Activity 3</u> Meeting 1 Lunch Budget-Packed 1 Viand (Pork or Chicken or Fish), 1 Side (Vegetable or Pasta), 1 Rice, Drink (Healthy Juice Drink)</p> <p><u>Activity 4</u> Meeting 2 Lunch Budget - Packed 1 Viand (Pork or Chicken or Fish), 1 Side (Vegetable or Pasta), 1 Rice, Drink (Healthy Juice Drink)</p>	lot	1		
2.	<p>University Research Colloquium</p> <p><u>Activity 1</u> AM Snack VIP</p>	lot	1		



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	<p>1 Pasta/Noodles, 1 Sandwich/Bread, Drinks (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p>Lunch VIP-Packed 2 Viand (Pork/Chicken/Beef/Fish) 1 Side (Vegetable/Pasta), 1 Rice, 1 Dessert, 1 Drink (Healthy Juice Drink)</p> <p>PM Snack VIP 1 Pasta, 1 Sandwich, Drinks (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk; or Healthy Juice Drink)</p> <p>Activity 2</p> <p>AM Snack Regular Pasta/Noodles, Drink (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p>Lunch Regular-Packed 2 Viand (Pork/Chicken/Fish), 1 Rice, 1 Dessert, Healthy Juice Drink</p> <p>PM Snack Regular Pasta/Noodles, Drink (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p>Activity 3 Meeting 1 Lunch Budget-Packed 1 Viand (Pork or Chicken or Fish), 1 Side (Vegetable or Pasta), 1 Rice, Drink (Healthy Juice Drink)</p> <p>Activity 4 Meeting 2 Lunch Budget-Packed 1 Viand (Pork or Chicken or Fish), 1 Side (Vegetable or Pasta), 1 Rice, Drink (Healthy Juice Drink)</p>				
3.	<p>Student Support Services Programs</p> <p>Activity 1 AM Snack VIP 1 Pasta/Noodles, 1 Sandwich/Bread, Drinks (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p>Lunch VIP-Packed 2 Viand (Pork/Chicken/Beef/Fish) 1 Side (Vegetable/Pasta), 1 Rice, 1 Dessert, 1 Drink (Healthy Juice Drink)</p> <p>PM Snack VIP 1 Pasta, 1 Sandwich, Drinks (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk; or Healthy Juice Drink)</p> <p>Activity 2 Snack Regular Pasta/Noodles, Drink (Brewed Coffee with Muscovado Sugar and Low-Fat Fresh Milk or Healthy Juice Drink)</p> <p>Lunch Regular-Packed 2 Viand (Pork/Chicken/Fish), 1 Rice, 1 Dessert, Healthy Juice Drink</p>	lot	1		
TOTAL					



Amount in Words:

OTHER REQUIREMENT/S:
<i>1. Copy of Valid and Current Sanitary Permit issued by the Health Department.</i>
<i>2. Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...) with project number and project title.</i>
<i>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).</i>

Delivery Period : Upon Issuance of Notice to Proceed
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-CS1-0537

No.	AREA OF COVERAGE	QUANTITY	UNIT	UNIT COST	TOTAL COST
	REPL Programs				
	For Item No. 1				
1	Lunch VIP-Catered	30	pax		
2	AM Snack VIP	30	pax		
3	PM Snack VIP	30	pax		
4	AM Snack Regular	120	pax		
5	Lunch Regular-Packed	120	pax		
6	PM Snack Regular	120	pax		
7	Meeting 1 Lunch Budget-Packed	20	pax		
8	Meeting 2 Lunch Budget - Packed	20	pax		
	For Item No. 2				
1	AM Snack VIP	30	pax		
2	Lunch VIP-Packed	30	pax		
3	PM Snack VIP	30	pax		
4	AM Snack Regular	120	pax		
5	Lunch Regular-Packed	120	pax		
6	PM Snack Regular	120	pax		
7	Meeting 1 Lunch Budget-Packed	10	pax		
8	Meeting 2 Lunch Budget-Packed	10	pax		
	Student Support Services Programs				
	For Item No. 3				
1	AM Snack VIP	50	pax		
2	Lunch VIP-Packed	50	pax		
3	PM Snack VIP	50	pax		
4	Snack Regular	500	pax		
5	Lunch Regular-Packed	300	pax		
			GRAND TOTAL		

Name: _____

Legal Capacity: _____

Signature: _____

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

Cost Derivation Page 1 of 1



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