



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

baggoods.procurement@quezoncity.gov.ph



BAGONG PILIPINAS

REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : NOVEMBER 20, 2025

QCGH-25-FOODSTUFF-

PROJECT NO. : 0733

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF MILK FORMULA AND OTHERS
Approved Budget of the Contract : Php1,326,800.00
End-User / Implementing Office : QUEZON CITY GENERAL HOSPITAL

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 25, 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



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	Infant Milk Formula 0-18 months, 1kcal/1ml and 2.7g of protein/100ml, 400g in can	can	20		
2	Kid Milk Formula 3 years old and above, 1.5kcal/1ml and 3.4g of protein/100ml, 400g in can	can	20		
3	Kid Milk Formula 1-3 years old, 400g/box	box	150		
4	Kid Milk Formula 3 years old and above; 800g/box	box	150		
5	Maternal Milk 350g/box	can	10		
6	Enteral Formula for Diabetes supplement, enteral, complete nutrition specific for Diabetes Mellitus with low glycemic index, slowly digested carbohydrate system, heart-friendly, vanilla-flavored, 900 grams - 1 kilo/can	can	75		
7	Enteral Formula for Adults supplement, complete & balance supplement with prebiotics, high quality protein, gluten-free, lactose-free, vanilla-flavored, 1.5 -1.6 kilo/can	can	135		
8	Enteral Formula for Renal powder, high protein supplement, for patients with renal insufficiency in dialysis stage, 185 grams/box	box	150		
9	Enteral Formula for Renal powder, low protein supplement, for patients with renal insufficiency in non-dialysis stage, 185 grams/box	box	120		
10	Enteral Formula, Adult, for Cancer Patients soy protein nutritional supplement with arginine, glutamine, and fish oil, 400 grams/can	can	50		
TOTAL					



Amount in Words:

OTHER REQUIREMENT/S:

- **Statement of Warranty – Minimum of One (1) Year with project number and project title.**

Delivery Period : **Thirty (30) Calendar Days** ✓

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address