



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : June 28, 2022 ✓
PROJ. No. : OCM(GAD)-22-HLME-970 ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **HOTEL ACCOMODATION INCLUDING FOOD AND OTHERS** ✓
Approved budget of the Contract : **PhP 207,500.00** ✓
End-User / Implementing Office : **Office of the City Mayor (GAD Council Office)** ✓

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 July 01, 2022, 10:00am 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: HOTEL ACCOMODATION INCLUDING FOOD AND OTHERS ✓

Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound

For any clarification you may contact us at 89884242 loc. 8506/8709.


ATTY. DOMINIC B. GARCIA ✓
Officer-In-Charge/Head, BAC Secretariat

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
	ACCOMMODATIONS for 2 days and 1 night				
1	Room A Deluxe Room – Triple Sharing Room x 1 night	room	1		
2	Room B Deluxe Room – Quadruple Sharing Room x 1 night	room	8		
3	Function Room Rental - (2 Days with basic sound system, LCD Projector, Whiteboard)	room	1		
	Food (Buffet Meals)				
	Day 1 (AM Snacks, Lunch, PM Snacks and Dinner)				
4	Pasta with Toast Bread and one Round of Iced Tea	pack	35		
5	Crab and Corn Soup, Fried Chicken Wings, Oven Baked Fish Fillet, Sauted Vegetables, Rice Fruits in Season and Soda	pack	35		
6	Arroz Caldo with puto and iced tea	pack	35		
7	Vegetable Soup, Chicken Curry, Pork roll adobo style shrimp rebosado, rice, dessert, iced tea	pack	35		
	Food (Buffet Meals)				
	Day 2 (Breakfast, AM Snacks and Lunch)				
8	Beef Tapa, Omelet, Garlic Rice, Atsara and Coffee/Juice	pack	35		
9	Baked Macaroni with toast bread and softdrinks	pack	35		
10	Beef Steak, Shanghai Rolls, Menudo, Chopsuey, Rice Fruits in Season and Soda	pack	35		
11	Carbonara with Garlic Bread and Iced Tea	pack	35		
12	T-shirt with Collar - 1x1 rib Flat knitted collar, double needle Sleeve and bottom hem neck tape. 2-button placket	piece	35		
13	Tarpaulin 4 feet x 7 feet, High Quality 10oz tarpaulin with 2 inches Allowance and eyelets all slides	piece	2		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days ✓

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

OCM(GAD)-22-HLMF-970 ✓

