



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : August 02, 2022

PROJECT NO. : QCPC-22-HLMF-1171

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMODATION INCLUDING FOOD AND OTHERS
Approved Budget of the Contract : PhP 274,300.00
End-User / Implementing Office : Quezon City Protection Center

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 August 05, 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** issued by QC BAC- Goods and Services.


ATTY. DOMINIC B. GARCIA
Head, BAC-Secretariat

TERMS AND CONDITIONS

- Bidders shall **provide correct and accurate** information required in this form.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- 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.
- 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.
- The City General Services Department (CGSD) shall have the right to inspect the goods.
- Non-submission of eligibility documents shall mean disqualification of Quotation.
- 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.
- 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 3 days and 2 nights				
1	Room A Deluxe Room – Twin Sharing Room	room	1 (x 2 nights)		
2	Room B Deluxe Room – Quadruple Sharing Room	room	7 (x 2 nights)		
3	Function Room Rental - (2 Days with basic sound system, LCD Projector, Whiteboard)	package	1		
	Food (Buffet Meals) Day 1 (AM Snacks, Lunch, PM Snacks and Dinner)				
4	Carbonara with Toast and Iced Tea	Pax	30		
5	Corn Soup, Fried Chicken, Fish Fillet with tartar sauce, Sauteed Vegetables, Rice, Fruits in Season and Soda	Pax	30		
6	Arroz Caldo with puto and iced tea	Pax	30		
7	Vegetable Soup, Chicken Adobo, Pork roll adobo style, shrimp rebosado, rice, dessert, iced tea	Pax	30		
	Food (Buffet Meals) Day 2 (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)				
8	Beef Tapa, Omelet, Garlic Rice, Atsara and Coffee/Juice	Pax	30		
9	Baked Macaroni with toast bread and softdrinks	Pax	30		

10 ✓	Beef Broccoli, Shanghai Rolls, Menudo, Chopsuey, Rice, Desert, Iced tea	Pax	30 ✓		
11 ✓	Ginataang bilo-bilo, Juice	Pax	30 ✓		
12 ✓	Chicken BBQ, pork adobo, sinigang na hipon, ensalada, rice, dessert, soda	Pax	30 ✓		
	Food (Buffet Meals) Day 3 (Breakfast, AM Snacks and Lunch) ✓				
13 ✓	Longanisa, Egg, Bread, Rice, Fruits, Coffee/Juice	Pax	30 ✓		
14 ✓	Pancit Guisado with Sliced Bread, Juice	Pax	30 ✓		
15 ✓	Pork BBQ, Mixed Vegetables, Fish Sinigang, Rice, Dessert, Juice	Pax	30 ✓		
16 ✓	Tarpaulin 4 feet x 7 feet with 2 inches Allowance and eyelets all sides ✓	pc ✓	2 ✓		
TOTAL					

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days ✓
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

