



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : **OCTOBER 18, 2022**  
PROJECT NO. : **QCADAC-22-HLMF-1243B**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF HOTEL ACCOMMODATION AND OTHERS**  
Approved Budget of the Contract : **PHP 948,129.20**  
End-User / Implementing Office : **QUEZON CITY ANTI-DRUG ABUSE COUNCIL**

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 **OCTOBER 21, 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

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	Hotel Accommodation - Hotel Room Quintuple Sharing – 24 rooms Quadruple Sharing - 2 rooms Triple Sharing - 3 room Twin Sharing -1 room Single Deluxe -1 Rooms for 140 Pax at 2 days and 1 night include the following; Use of Function rooms with complete amenities and free flowing brewed coffee and purified drinking water during conference; Free use of resort, waterpark, and leisure facilities including strong and reliable WIFI signal	Pax	140		
2	4x8ft. Pvc vinyl flex banner w/ seminar subject;	Pc	2		
3	Transportation-Vice Versa-Pick up/Drop off 3 Buses - driver Food accommodation Toll fee, Gas, Parking Fee	unit	3		
4	AM SNACKS - Ham Sandwich Baked Macaroni Iced Tea	Pax	140		
5	LUNCH - Non Meat Pork Adobo (2 slices). Steam Kangkong 1-pc Banana 1 -cup brown ice,	Pax	140		
6	PM SNACKS - Ham Sandwich Baked Macaroni Iced Tea	Pax	140		
7	DINNER - Sotanghon Soup Pork Humba Fried Chicken Unlimited Rice Dessert Iced Tea	Pax	140		
8	BREAKFAST - Pork Tocino Daing na Bangus Fried Egg	Pax	140		

	Dessert Unlimited Rice Coffee				
9	LUNCH - Fish Fillet w/ black bean sauce Mixed Vegetables Roast Beef with gravy sauce unlimited rice dessert soda	Pax	140		
10	SEMINAR KITS; Bond Paper form with Printed Seminar Subject, 10 sheets =Short Ballpen Fine Point size 0.5mm, color black ID Card - soft polyester 105 x 74mm Brown Envelope Long Plastic with holder Certificate Paper - linen board, short 220gsm, 10pcs/pack	kit	140		
TOTAL					

Amount in Words: \_\_\_\_\_

\_\_\_\_\_

<b>Other Requirements:</b>
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...).
3. Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy.

Delivery Period
Warranty

: **Thirty (30) Calendar Days**
  
: \_\_\_\_\_

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

COST DERIVATION

PROJECT NAME: PROCUREMENT OF HOTEL ACCOMMODATION AND OTHERS  
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FOR ITEM NO. 10 – GROCERY PACKS – 140 KITS

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	<b>Bond Paper</b> Bond Paper form with Printed Seminar Subject, 10 sheets =Short	Set	1		
2	<b>Ballpen</b> Fine Point size 0.5mm, color black	Piece	1		
3	<b>ID Card</b> soft polyester 105 x 74mm	Piece	1		
4	<b>Brown Envelope</b> Long Plastic with holder	Piece	1		
5	<b>Certificate Paper</b> linen board, short 220gsm, 10pcs/pack	Pack	1		
TOTAL BID AMOUNT PER KIT					=====
MULTIPLY BY TOTAL QUANTITY OF KITS					<b>140</b>
TOTAL BID FOR ITEM NO. 10					=====

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_