



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : NOVEMBER 15, 2022 ✓

PROJECT NO. : CONSO-22-HLMF-1725 ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION, FOOD AND OTHERS ✓
Approved Budget of the Contract : P 893,000.00 ✓
End-User / Implementing Office : QUEZON CITY HEALTH DEPARTMENT ✓

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 18, 2022; 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item Nos. 1 – 3	P 546,000.00 ✓
Item No. 4	P 245,000.00 ✓
Item Nos. 5 – 6	P 102,000.00 ✓

- 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
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
	HEALTH-22-HLMF-1724 ✓ ABC: 546,000.00				
1	ACTIVITY 1 ✓ FOOD AND VENUE ✓ AM SNACK: Spaghetti with meat sauce, chicken lollipop, bottled mineral water 500ml ✓ LUNCH: Pork and Chicken adobo, fried tilapia, fresh lumpia, steamed rice, fresh fruits, bottled mineral water 500ml ✓ PM SNACK: Chicken sandwich, bottled mineral water 500ml ✓	Pax ✓	55 ✓		
2	ACTIVITY 2 ✓ FOOD AND VENUE ✓ AM SNACK: Baked macaroni, garlic bread, water and overflowing coffee ✓ LUNCH: Egg drop soup, Chinese fried chicken, sweet and sour fish fillet, Asian stir fried vegetables, steamed rice, fresh fruits ✓ PM SNACK: Chicken empanada, cake, water, overflowing coffee ✓	Pax ✓	200 ✓		
3	ACTIVITY 3 ✓ FOOD AND VENUE ✓ AM SNACK: Banana bread, water and overflowing coffee ✓ LUNCH: corn soup, oriental style fish fillet, braised chicken in napa, cabbage, steamed bokchoy, steamed rice, fresh fruits ✓ PM SNACK: Cheesy ensaymada, water, overflowing coffee ✓	Pax ✓	150 ✓		
	HEALTH-22-HLMF-974 ✓ ABC: 245,000.00				
4	ACTIVITY 4 (35pax x 5 days) ✓ FOOD AND VENUE ✓ DAY 1 ✓ AM SNACK: Chicken empanada, overflowing coffee ✓ LUNCH: Tinola Soup, bangus ala pobre, pork menudo, ginisang ampalaya with egg, pork, steamed rice, fresh fruits ✓ PM SNACK: Tuna Sandwich, overflowing coffee ✓	Pax ✓	175 ✓		

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	DINNER: Sinampalukang manok soup, fish escabeche, chicken inasal, gising-gising, steamed rice. Fresh fruits ✓ DAY 2 Breakfast: Buffet ✓ AM SNACK: banana bread ✓ LUNCH: Egg drop soup, Chinese fried chicken, sweet and sour fish fillet, Asian stir fried vegetable, steamed rice, fresh fruits ✓ PM SNACK: Cheesy ensaymada, overflowing coffee ✓				
	HEALTH-22-CS1-779 ✓ ABC: 102,000.00 ✓				
5	ACTIVITY 5 FOOD AND VENUE AM SNACK: Baked macaroni, water and overflowing coffee ✓ LUNCH: Egg drop soup, Chinese fried chicken, sweet and sour fish fillet, Asian stir fried vegetables, steamed rice, fresh fruits ✓ PM SNACK: Chicken empanada, water, overflowing coffee ✓	Pax	50		
6	ACTIVITY 6 FOOD AND VENUE AM SNACK: Banana bread, water and overflowing coffee ✓ LUNCH: corn soup, oriented style fish fillet, braised chicken in napa, cabbage, steamed bokchoy, steamed rice, fresh fruits ✓ PM SNACK: Cheesy ensaymada, water, overflowing coffee ✓	Pax	35		
TOTAL					

Amount in Words: _____

Delivery Period : Upon Request by the End-User
Until December 31, 2022

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

