



**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)**

DATE : November 08, 2022

PROJ. NO. : OCM(GAD)-22-HLMF-1442

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF HOTEL ACCOMMODATION AND OTHERS**  
Approved Budget of the Contract : **Php 217,500.00**  
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 **NOVEMBER 11, 2022, 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 (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
<b>ACCOMMODATION</b>					
1	<b>Deluxe Room</b> - 2 days x 1 night	Room	30		
2	<b>Function Room Rental</b> (2 Days with Basic Sound System, LCD Projector, Whiteboard)	lot	1		
<b>Day 1 - Meals (Buffet)</b>					
3	<b>AM Snacks</b> • Pasta with Toast Bread and One Round of Iced Tea	Pax	30		
4	<b>Lunch</b> • Crab and Corn Soup, Fried Chicken Wings, Oven Baked Fish Fillet, Sauted Vegetables, Rice Fruits in Season & Soda	Pax	30		
5	<b>PM Snacks</b> • Arroz Caldo, with Puto and Iced Tea	Pax	30		
6	<b>Dinner</b> • Vegetable Soup, Chicken Curry, Pork Roll Adobo Style, Shrimp Rebosado, Rice, Dessert, Iced Tea	Pax	30		
<b>Day 2 - Meals (Buffet)</b>					
7	<b>Breakfast</b> • Beef Tapa, Omelet, Garlic Rice, Atsara & Coffee/ Juice	Pax	30		
8	<b>AM Snacks</b> • Baked Macaroni w/ Toast Bread and Soft Drinks	Pax	30		
9	<b>Lunch</b> • Beef Steak, Shanghai Rolls, Menudo, Chop suey, Rice, Fruits in Season & Soda	Pax	30		
10	<b>PM Snacks</b> • Chicken Sandwich with Fries and Soda	Pax	30		

11	<b>Transportation</b> UV - 16 Seaters Capacity, Diesel Fuel Type	Package	1		
	<b>Training Kit</b>				
12	<b>Ballpen</b> , black 0.5 tip, smooth-writing ballpoint pen, size: 12mm x 143 mm	Pc	30		
13	<b>Notebook</b> , composition notebook, writing, yarn, 80 leaves	Pc	30		
14	<b>Plastic ID Holder</b> with Zip Lock, 4 x 6 inches, Waterproof Credentials Cover	Pc	30		
15	<b>USB</b> , 8Gb	Pc	30		
16	<b>Tarpaulin</b> 4' x 7' High Quality 10oz tarpaulin with 2 inches allowance and eyelets on all sides	Pc	2		
<b>Total Quoted Amount</b>					

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

Delivery Period : Thirty (30) Calendar Days  
 Warranty : \_\_\_\_\_

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address

