



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



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : NOVEMBER 22, 2022  
PROJECT NO. : QCDTRC(TAHANAN)-22-HLMF-1709

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : HOTEL ACCOMMODATION, FOOD AND OTHERS  
Approved Budget of the Contract : P 349,943.00  
End-User / Implementing Office : QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)

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 25, 2022; 10:00 A.M.** 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
1	<b><u>First Batch</u></b> <b>Hotel Accommodation Overnight</b> – check-in time 2:00 PM check-out time 12:00 nn; <b><u>Food and Drinks</u></b> <b>First Day:</b> Lunch – sweet and sour pork, chicken cordon bleu, sauteed mixed vegetables, steamed rice, dessert PM Snacks – pancit palabok, toast bread and juice Dinner – beef teriyaki, grilled fish, Teppanyaki vegetables, steamed rice, dessert <b>Second day:</b> Breakfast – beef tapa, egg, garlic / plain rice, coffee / tea / hot choco and fresh fruits AM Snacks – carbonara pasta, toast bread and juice Lunch – pork menudo, fish fillet with tartar sauce, fresh lumpiang gulay, steamed rice, dessert	Pax	50		
2	<b>Transportation</b> – back and forth	Pax	50		
3	<b><u>Second batch</u></b> <b>Hotel Accommodation Overnight</b> – check-in time 2:00 pm, check out time 12:00 nn <b><u>Food and Drinks</u></b> <b>First Day:</b> Lunch – beef steak, fish, sauteed mixed vegetables, steamed rice, dessert PM Snacks – pancit palabok, toast bread and juice Dinner – fish fillet with basil cream, lechon manok, steamed cauliflower with carrots, steamed rice, dessert <b>Second day:</b> Breakfast – beef tapa, egg, garlic / plain rice, coffee / tea / hotchoco and fresh fruits AM Snacks – carbonara pasta, toast bread and juice	Pax	49		

*Handwritten signature/initials*

	Lunch – honey ginger chicken, patatim, Chinese petchay with vermicelli, steamed rice, dessert				
4	Transportation – back and forth	Pax	49		
	In House Training				
5	AM SNACKS, hamburger, fries and softdrink 290ml	Pax	140		
6	LUNCH, chicken, mushroom soup, mashed potato, steamed rice and softdrink 290ml	Pax	140		
7	PM SNACKS, lasagna with garlic stick and bottled water 500ml	Pax	140		
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