



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT ✓

DATE : MARCH 21, 2023 ✓

PROJECT NO. : PD-23-HLMF-0605 ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION AND OTHERS ✓
Approved Budget of the Contract : P 495,000.00 ✓
End-User / Implementing Office : PROCUREMENT 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 **MARCH 24, 2023 | 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 (2023); ✓
- 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
	<i>With the following minimum technical specifications:</i>				
1	<p>3 Days and 2 Nights TEAM BUILDING (75 pax)</p> <p>*Hotel Accommodation - Room A Deluxe Room – Quadruple Sharing (20 rooms for 2 nights)</p> <p>*Function Room Rental (2 days with basic sound system, LCD Projector, whiteboard)</p> <p>*Tarpaulin (4 feet x 7 feet High Quality 10 oz. tarpaulin with eyelets all sides)</p> <p>*Food and drinks</p> <p>Day 1</p> <p>Lunch - Pork Sinigang, Grilled Fish, Pork Katsu, Mixed Veggies, Coffee Jelly, Rice, Iced Tea</p> <p>PM Snack - Clubhouse Sandwich with Fries and Drinks</p> <p>Dinner - Chicken with Fresh Asparagus Soup, Roasted Beef in Mushroom Sauce, Pork Salpicao, Buttered Vegetables, Rice, Mango Sago, Drinks</p> <p>Day 2</p> <p>Breakfast - Corned Beef with Potato, Bacon, Garden Salad, Pandesal, Egg, Rice, Apple, Coffee</p> <p>AM Snack - Chicken Sandwich, Orange Juice</p> <p>Lunch - Chicken Tinola, Pork Adobo sa Gata, Fried Alumahan, Halabos na Gulay, Rice, Fresh Fruits, Juice</p> <p>PM Snack - Asado Pao, Apple Juice</p> <p>Dinner - Corn Soup, Beef Mechado, Fish Lumpia, Mixed Vegetable Rice, Leche Plan, Soda</p> <p>Day 3</p>	LOT	1		

<i>Breakfast</i> - Longanisa, Ham, Daing na Bangus, Garden Salad, Bread Station, Fresh Fruits, Coffee <i>AM Snack</i> - Champorado & Tuyo, Cucumber Lemonade <i>Lunch</i> - Moss Hair Seafood Soup, Roasted Chicken with Rosemary, Sweet & Sour Pork, Oriental Vegetable, Rice, Buko Salad, Iced Tea				
TOTAL				

Amount in Words : _____

Delivery Period : **Upon request by the end user until May 31, 2023**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



COST DERIVATION

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation	room	20		
2	Function Room Rental	package	1		
3	Tarpaulin	unit	1		
	Food and Drinks				
4	Day 1 - Lunch	pax	75		
5	Day 1 - PM Snack	pax	75		
6	Day 1 - Dinner	pax	75		
7	Day 2 – Breakfast	pax	75		
8	Day 2 – AM Snack	pax	75		
9	Day 2 - Lunch	pax	75		
10	Day 2 - PM Snack	pax	75		
11	Day 2 - Dinner	pax	75		
12	Day 3 - Breakfast	pax	75		
13	Day 3 - AM Snack	pax	75		
14	Day 3 - Lunch	pax	75		
TOTAL QUOTED AMOUNT					

