



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : MAY 24, 2023

PROJECT NO. : CONSO-23-HLMF-0679

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF HOTEL ACCOMODATION AND OTHERS**  
Approved Budget of the Contract : **Php 13,450,800.00**  
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR – POPS PLAN (QCADAAC)**

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 **MAY 29, 2023 , 9:00 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 2022) (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.

  
**MA. MARGARITA T. SANTOS**  
Chairperson, BAC- Goods and Services

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 minimum technical specifications:</i>				
	<b>NCR ADAC SUMMIT</b>				
1	<b>HOTEL ACCOMMODATION</b>  Hotel Room - Quadruple Sharing, Triple Sharing and Twin Sharing Rooms for 2 days and 1 night of 329 pax. Includes the following: Use of function rooms with complete amenities and free flowing brewed coffee and purified drinking water during conference; Free use of leisure facilities including strong and reliable Wi-Fi signal.  <b>FOOD DETAILS</b> <b>DAY 1</b> <i>BREAKFAST</i> Crispy Chicken Cheese Sandwich with Mayo, Mustard, Lettuce, Cheese, Cucumber in Wheat Bread, & Black Coffee, (Paper Cup, 280ml) <i>LUNCH</i> Beef Tapa, Egg, Macaroni Soup, Unlimited Rice, Iced Tea Dessert, & Soda <i>PM SNACKS</i> Ham Sandwich, Baked Macaroni, & Iced Tea <i>DINNER</i> Sotanghon Soup, Pork Humba, Fried Chicken, Unlimited Rice, Dessert, & Iced Tea  <b>DAY 2</b> <i>BREAKFAST</i> Clubhouse Sandwich Ham with Mayo, Lettuce, Egg, Cheese, Cucumber in Wheat Bread, & Black Coffee	PAX	329		



	<b>LUNCH</b> Beef Kare-Kare, Grilled Liempo, Fried Fish, Steamed Rice Dessert, & Soda <b>PM SNACKS</b> Pancit Bihon, Toasted Bread, & Juice				
2	<b>TRAINING AND SEMINAR KIT</b>  1-piece, Ballpen, Ballpoint, 0.5mm 1-set, White Pad Paper, A4 size 10 sheets 1-piece, Plastic Envelope, legal size 1-piece, Training ID's, PVC Name Badge Holder with Clip, clear, 2.4 inches x 3.75 inches 1-pack, Special Paper, 8.5 inches x 11 inches, 100gsm, 10's/pack 1-piece, Tote Bag Canvas; 37cm x 33cm x 5cm / 14.56 inches x 12.99 inches x 1.96 inches; 0.18kg; Zipper; Soft; with QCADAAC and OVM LOGO	KIT	329		
	<b>DRUG FREE WORKPLACE PROGRAM</b>				
3	<b>HOTEL ACCOMMODATION</b>  Hotel Room - Quadruple Sharing, Triple Sharing and Twin Sharing Rooms for 2 days and 1 night of 308 pax. Includes the following: Use of function rooms with complete amenities and free flowing brewed coffee and purified drinking water during conference; Free use of leisure facilities including strong and reliable Wi-Fi signal.  <b>FOOD DETAILS</b> <b>DAY 1</b> <b>BREAKFAST</b> Crispy Chicken Cheese Sandwich with Mayo, Mustard, Lettuce, Cheese, Cucumber in Wheat Bread, & Black Coffee, (Paper Cup, 280ml) <b>LUNCH</b> Beef Tapa, Egg, Macaroni Soup, Unlimited Rice, Iced Tea Dessert, & Soda <b>PM SNACKS</b> Ham Sandwich, Baked Macaroni, & Iced Tea <b>DINNER</b> Sotanghon Soup, Pork Humba, Fried Chicken, Unlimited Rice, Dessert, & Iced Tea  <b>DAY 2</b> <b>BREAKFAST</b> Clubhouse Sandwich Ham with Mayo, Lettuce, Egg, Cheese, Cucumber in Wheat Bread, & Black Coffee <b>LUNCH</b> Beef Kare-Kare, Grilled Liempo, Fried Fish, Steamed Rice Dessert, & Soda <b>PM SNACKS</b> Pancit Bihon, Toasted Bread, & Juice	PAX	308		
4	<b>TRAINING AND SEMINAR KIT</b>  1-piece, Ballpen, Ballpoint, 0.5mm 1-set, White Pad Paper, A4 size 10 sheets 1-piece, Plastic Envelope, legal size	KIT	308		





	1-piece, Training ID's, PVC Name Badge Holder with Clip, clear, 2.4 inches x 3.75 inches 1-pack, Special Paper, 8.5 inches x 11 inches, 100gsm, 10's/pack 1-piece, Tote Bag Canvas; 37cm x 33cm x 5cm / 14.56 inches x 12.99 inches x 1.96 inches; 0.18kg; Zipper; Soft; with QCADAAC and OVM LOGO				
	<b>TRAINING OF ACCREDITED DDE DOCTORS</b>				
5	<b>HOTEL ACCOMMODATION</b>  Hotel Room - Quadruple Sharing, Triple Sharing and Twin Sharing Rooms for 4 days and 3 nights of 372 pax. Includes the following: Use of function rooms with complete amenities and free flowing brewed coffee and purified drinking water during conference; Free use of leisure facilities including strong and reliable Wi-Fi signal.  <b>FOOD DETAILS</b> <b>DAY 1</b> <b>BREAKFAST</b> Wheat Bread Tuna Sandwich with Lettuce, 1-piece, Apple, & Black Coffee, (Paper Cup, 280ml) <b>LUNCH</b> 2-pieces, Chicken Breast Curry, Sautéed Sayote with Spinach, 1-Slice Melon, 1 Bottled Water 500ml <b>PM SNACKS</b> 2-pieces, Ube Palitaw with Cheese (Glutinous Rice), 1 Bottled Water 500ml <b>DINNER</b> Corn Soup, Buttered Vegetables with Quail Eggs, Grilled Pork Belly, Unlimited Rice, Dessert, & Iced Tea  <b>DAY 2</b> <b>BREAKFAST</b> 2-pieces, Chicken Nuggets (Non-Meat), 2-pieces, Wheat Bread Pandesal, 1 bottled Water 500ml <b>LUNCH</b> Fish Fillet with Black Bean Sauce, Mixed Vegetables, Roast Beef with Gravy Sauce, Unlimited Rice, Dessert, & Soda <b>PM SNACKS</b> Ginataang Ube Bilo-Bilo, & Iced Tea <b>DINNER</b> Chicken Adobo, Buttered Vegetables with Quail Eggs, Unlimited Rice, Dessert, & Iced Tea  <b>DAY 3</b> <b>BREAKFAST</b>	PAX	372		



	<p>Crispy Chicken Cheese Sandwich with Mayo, Mustard, Lettuce, Cheese, Cucumber in Wheat Bread, Black Coffee (Paper Cup, 280ml)</p> <p><i>LUNCH</i></p> <p>Beef Tapa, Egg, Macaroni Soup, Unlimited Rice, Iced Tea Dessert, &amp; Soda</p> <p><i>PM SNACKS</i></p> <p>Ham Sandwich, Baked Macaroni, &amp; Iced Tea</p> <p><i>DINNER</i></p> <p>Sotanghon Soup, Pork Humba, Fried Chicken, Unlimited Rice, Dessert, &amp; Iced Tea</p> <p> DAY 4</p> <p><i>BREAKFAST</i></p> <p>Clubhouse Sandwich Ham with Mayo, Lettuce, Egg, Cheese, Cucumber in Wheat Bread, &amp; Black Coffee</p> <p><i>LUNCH</i></p> <p>Beef Kare-Kare, Grilled Liempo, Fried Fish, Steamed Rice Dessert, &amp; Soda</p> <p><i>PM SNACKS</i></p> <p>Pancit Bihon, Toasted Bread, &amp; Juice</p>				
6	<p><b>TRAINING AND SEMINAR KIT</b></p> <p>1-piece, Ballpen, Ballpoint, 0.5mm</p> <p>1-set, White Pad Paper, A4 size 10 sheets</p> <p>1-piece, Plastic Envelope, legal size</p> <p>1-piece, Training ID's, PVC Name Badge Holder with Clip, clear, 2.4 inches x 3.75 inches</p> <p>1-pack, Special Paper, 8.5 inches x 11 inches, 100gsm, 10's/pack</p> <p>1-piece, Tote Bag Canvas; 37cm x 33cm x 5cm / 14.56 inches x 12.99 inches x 1.96 inches; 0.18kg; Zipper; Soft; with QCADAAC and OVM LOGO</p>	KIT	372		
	<b>STRONG FAMILIES PROGRAM</b>				
7	<p><b>HOTEL ACCOMMODATION</b></p> <p>Hotel Room - Quadruple Sharing, Triple Sharing and Twin Sharing Rooms for 4 days and 3 nights of 531 pax.</p> <p>Includes the following:</p> <p>Use of function rooms with complete amenities and free flowing brewed coffee and purified drinking water during conference; Free use of leisure facilities including strong and reliable Wi-Fi signal.</p> <p><b>FOOD DETAILS</b></p> <p>DAY 1</p> <p><i>BREAKFAST</i></p> <p>Wheat Bread Tuna Sandwich with Lettuce, 1-piece, Apple, &amp; Black Coffee, (Paper Cup, 280ml)</p> <p><i>LUNCH</i></p> <p>2-pieces, Chicken Breast Curry, Sautéed Sayote with Spinach, 1-Slice Melon, 1 Bottled Water 500ml</p> <p><i>PM SNACKS</i></p> <p>2-pieces, Ube Palitaw with Cheese (Glutinous Rice),</p>	PAX	531		



	<p>1 Bottled Water 500ml</p> <p><i>DINNER</i></p> <p>Corn Soup, Buttered Vegetables with Quail Eggs, Grilled Pork Belly, Unlimited Rice, Dessert, &amp; Iced Tea</p> <p><i>DAY 2</i></p> <p><i>BREAKFAST</i></p> <p>2-pieces, Chicken Nuggets (Non-Meat), 2-pieces, Wheat Bread Pandesal, 1 bottled Water 500ml</p> <p><i>LUNCH</i></p> <p>Fish Fillet with Black Bean Sauce, Mixed Vegetables, Roast Beef with Gravy Sauce, Unlimited Rice, Dessert, &amp; Soda</p> <p><i>PM SNACKS</i></p> <p>Ginataang Ube Bilo-Bilo, &amp; Iced Tea</p> <p><i>DINNER</i></p> <p>Chicken Adobo, Buttered Vegetables with Quail Eggs, Unlimited Rice, Dessert, &amp; Iced Tea</p> <p><i>DAY 3</i></p> <p><i>BREAKFAST</i></p> <p>Crispy Chicken Cheese Sandwich with Mayo, Mustard, Lettuce, Cheese, Cucumber in Wheat Bread, &amp; Black Coffee, (Paper Cup, 280ml)</p> <p><i>LUNCH</i></p> <p>Beef Tapa, Egg, Macaroni Soup, Unlimited Rice, Iced Tea Dessert, &amp; Soda</p> <p><i>PM SNACKS</i></p> <p>Ham Sandwich, Baked Macaroni, &amp; Iced Tea</p> <p><i>DINNER</i></p> <p>Sotanghon Soup, Pork Humba, Fried Chicken, Unlimited Rice, Dessert, &amp; Iced Tea</p> <p><i>DAY 4</i></p> <p><i>BREAKFAST</i></p> <p>Clubhouse Sandwich Ham with Mayo, Lettuce, Egg, Cheese, Cucumber in Wheat Bread, &amp; Black Coffee</p> <p><i>LUNCH</i></p> <p>Beef Kare-Kare, Grilled Liempo, Fried Fish, Steamed Rice Dessert, &amp; Soda</p> <p><i>PM SNACKS</i></p> <p>Pancit Bihon, Toasted Bread, &amp; Juice</p>				
8	<p><b>TRAINING AND SEMINAR KIT</b></p> <p>1-piece, Ballpen, Ballpoint, 0.5mm</p> <p>1-set, White Pad Paper, A4 size 10 sheets</p> <p>1-piece, Plastic Envelope, legal size</p> <p>1-piece, Training ID's, PVC Name Badge Holder with Clip, clear, 2.4 inches x 3.75 inches</p> <p>1-pack, Special Paper, 8.5 inches x 11 inches, 100gsm, 10's/pack</p> <p>1-piece, Tote Bag Canvas; 37cm x 33cm x 5cm / 14.56 inches x 12.99 inches x 1.96 inches; 0.18kg; Zipper; Soft; with QCADAAC and OVM LOGO</p>	KIT	531		
	<p><b>TRAINING OF TRAINERS FOR NDEP COORDINATORS</b></p>				

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9	<b>HOTEL ACCOMMODATION</b>  Hotel Room - Quadruple Sharing, Triple Sharing and Twin Sharing Rooms for 4 days and 3 nights of 307 pax. Includes the following: Use of function rooms with complete amenities and free flowing brewed coffee and purified drinking water during conference; Free use of leisure facilities including strong and reliable Wi-Fi signal.  <b>FOOD DETAILS</b> <b>DAY 1</b> <b>BREAKFAST</b> Wheat Bread Tuna Sandwich with Lettuce, 1-piece, Apple, & Black Coffee, (Paper Cup, 280ml) <b>LUNCH</b> 2-pieces, Chicken Breast Curry, Sautéed Sayote with Spinach, 1-Slice Melon, 1 Bottled Water 500ml <b>PM SNACKS</b> 2-pieces, Ube Palitaw with Cheese (Glutinous Rice), 1 Bottled Water 500ml  <b>DINNER</b> Corn Soup, Buttered Vegetables with Quail Eggs, Grilled Pork Belly, Unlimited Rice, Dessert, & Iced Tea  <b>DAY 2</b> <b>BREAKFAST</b> 2-pieces, Chicken Nuggets (non-meat), 2-pieces, Wheat Bread Pandesal, 1 bottled Water 500ml <b>LUNCH</b> Fish Fillet with Black Bean Sauce, Mixed Vegetables, Roast Beef with Gravy Sauce, Unlimited Rice, Dessert, & Soda <b>PM SNACKS</b> Ginataang Ube Bilo-Bilo, & Iced Tea <b>DINNER</b> Chicken Adobo, Buttered Vegetables with Quail Eggs, Unlimited Rice, Dessert, & Iced Tea  <b>DAY 3</b> <b>BREAKFAST</b> Crispy Chicken Cheese Sandwich with Mayo, Mustard, Lettuce, Cheese, Cucumber in Wheat Bread, & Black Coffee, (Paper Cup, 280ml) <b>LUNCH</b> Beef Tapa, Egg, Macaroni Soup, Unlimited Rice, Iced Tea Dessert, & Soda <b>PM SNACKS</b> Ham Sandwich, Baked Macaroni, & Iced Tea <b>DINNER</b> Sotanghon Soup, Pork Humba, Fried Chicken, Unlimited Rice, Dessert, & Iced Tea  <b>DAY 4</b> <b>BREAKFAST</b> Clubhouse Sandwich Ham with Mayo, Lettuce, Egg, Cheese, Cucumber in Wheat Bread, & Black Coffee <b>LUNCH</b> Beef Kare-Kare, Grilled Liempo, Fried Fish, Steamed Rice Dessert, & Soda <b>PM SNACKS</b> Pancit Bihon, Toasted Bread, & Juice	PAX	307		
10	<b>TRAINING AND SEMINAR KIT</b>	KIT	307		



	1-piece, Canvass Envelope Horizontal with Zipper, Handle and Personalized Print Large – 16 inches x 14 inches x 3 inches 1-piece, Notebook, 80 leaves, spring 1-piece, Ballpen, 0.5mm 1-piece, Hand Sanitizer 1-pack, Special paper, 8.5 inches x 11 inches, 100gsm, 10's/pack				
	<b>Terms of Payment:</b> Upon every complete delivery per activity				
TOTAL					

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

Delivery Period : **Upon Request by the End-user's  
until December 31, 2023**

Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

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# Cost Derivation

PROJECT NAME: HOTEL ACCOMMODATION AND OTHERS ✓

PROJECT NO. CONSO-23-HLMF-0679 ✓

• FOR ITEM 1

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation for 2 days and 1 night	pax	1		
2	Food and Drinks	pax	1		
TOTAL BID AMOUNT PER PAX					
MULTIPLY BY TOTAL NUMBER OF PAX					329 ✓
TOTAL QUOTED AMOUNT FOR ITEM 1					

• FOR ITEM 2

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Ballpen	piece	1		
2	White Pad Paper	set	1		
3	Plastic Envelope	piece	1		
4	Training ID's	piece	1		
5	Special Paper	pack	1		
6	Tote Bag	piece	1		
TOTAL BID AMOUNT PER KIT					
MULTIPLY BY TOTAL NUMBER OF KIT					329 ✓
TOTAL QUOTED AMOUNT FOR ITEM 2					

• FOR ITEM 3

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation for 2 days and 1 night	pax	1		
2	Food and Drinks	pax	1		
TOTAL BID AMOUNT PER PAX					
MULTIPLY BY TOTAL NUMBER OF PAX					308 ✓
TOTAL QUOTED AMOUNT FOR ITEM 3					



• FOR ITEM 4 ✓

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Ballpen	piece	1		
2	White Pad Paper	set	1		
3	Plastic Envelope	piece	1		
4	Training ID's	piece	1		
5	Special Paper	pack	1		
6	Tote Bag	piece	1		
TOTAL BID AMOUNT PER KIT					
MULTIPLY BY TOTAL NUMBER OF KIT					308 ✓
TOTAL QUOTED AMOUNT FOR ITEM 4					

• FOR ITEM 5 ✓

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation for 4 days and 3 nights	pax	1		
2	Food and Drinks	pax	1		
TOTAL BID AMOUNT PER PAX					
MULTIPLY BY TOTAL NUMBER OF PAX					372 ✓
TOTAL QUOTED AMOUNT FOR ITEM 5					

• FOR ITEM 6 ✓

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Ballpen	piece	1		
2	White Pad Paper	set	1		
3	Plastic Envelope	piece	1		
4	Training ID's	piece	1		
5	Special Paper	pack	1		
6	Tote Bag	piece	1		
TOTAL BID AMOUNT PER KIT					
MULTIPLY BY TOTAL NUMBER OF KIT					372 ✓
TOTAL QUOTED AMOUNT FOR ITEM 6					

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• FOR ITEM 7 ✓

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation for 4 days and 3 nights	pax	1		
2	Food and Drinks	pax	1		
TOTAL BID AMOUNT PER PAX					
MULTIPLY BY TOTAL NUMBER OF PAX					531 ✓
TOTAL QUOTED AMOUNT FOR ITEM 7					

• FOR ITEM 8 ✓

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Ballpen	piece	1		
2	White Pad Paper	set	1		
3	Plastic Envelope	piece	1		
4	Training ID's	piece	1		
5	Special Paper	pack	1		
6	Tote Bag	piece	1		
TOTAL BID AMOUNT PER KIT					
MULTIPLY BY TOTAL NUMBER OF KIT					531 ✓
TOTAL QUOTED AMOUNT FOR ITEM 8					

• FOR ITEM 9 ✓

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation for 4 days and 3 nights	pax	1		
2	Food and Drinks	pax	1		
TOTAL BID AMOUNT PER PAX					
MULTIPLY BY TOTAL NUMBER OF PAX					307 ✓
TOTAL QUOTED AMOUNT FOR ITEM 9					

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• FOR ITEM 10 ✓

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Canvass Envelope	piece	1		
2	Notebook	piece	1		
3	Ballpen	piece	1		
4	Hand Sanitizer	piece	1		
5	Special Paper	pack	1		
TOTAL BID AMOUNT PER KIT					
MULTIPLY BY TOTAL NUMBER OF KIT					307 ✓
TOTAL QUOTED AMOUNT FOR ITEM 10					

I hereby certify to comply and deliver all the above requirements.

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

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

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

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

