



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : June 14, 2023


PROJECT NO. : BCRD-23-HLMF-0559

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : HOTEL ACCOMMODATION, FOOD AND OTHERS  
Approved Budget of the Contract : Php 8,340,400.00  
End-User / Implementing Office : Barangay and Community Relations 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 **June 19, 2023, 11:00 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>TRAINING FOR ENHANCEMENT AND UPDATING OF CRAFTED BARANGAY DEVELOPMENT PLAN OF 142 BARANGAYS ✓</b>  <b>HOTEL ACCOMMODATION AND OTHERS ✓</b> <b><u>HOTEL ACCOMMODATION - 1,775 pax ✓</u></b> For 2 days and 1 night, 9 engagements Batch 1- 200 pax, Batch 2- 200 pax, Batch 3- 200 pax, Batch 4- 200 pax, Batch 5- 200 pax, Batch 6- 200 pax, Batch 7- 200 pax, Batch 8- 200 pax, Batch 9- 175 pax ✓  Inclusive of Accommodation, Foods and Conference Room Facilities, T-shirts, Tarpaulin and various Office Supplies  <u>CONCESSION AND AMENITIES:</u> - Free use of one function room for 8 hours and standard, conference equipment such as widescreen, whiteboard marker and eraser, sound system and microphones. - Free flowing coffee during conference proper - Free Wi-Fi access at the rooms, lobby area and function rooms. - Free use of swimming pool and cottages. - 5% Discount Restaurant. - Adequate guarded parking space ✓  <b><u>FOOD AND DRINKS (Buffet Style) - 1,775 pax</u></b>  <b><u>Menu Choices: Batch 1 - 200 pax</u></b> <b><u>Day 1</u></b> <b>Managed Buffet Breakfast</b> Grilled Hotdog Spanish Sardines Sunny Side-Up Egg Garlic Rice/Plain Rice Fresh Fruits Coffee/Juice <b>AM Snack</b> Chicken Empanada	LOT ✓	1 ✓		

2/5.4



<div>Iced Tea</div> <div>Managed Buffet Lunch</div> <div>Sabaw na Sinigang na Bangus sa Miso</div> <div>Kalderetang Baboy</div> <div>Pritong Galunggong</div> <div>Ginataang Kalabasa</div> <div>Steamed Rice</div> <div>Maja Mais</div> <div>Soda</div> <div>PM Snack</div> <div>Banana Fritters</div> <div>Iced Tea</div> <div>Managed Buffet Dinner</div> <div>Cream of Chicken Soup</div> <div>Potcherong Manok</div> <div>Fried Fish</div> <div>Buttered Vegetables</div> <div>Steamed Pandan Rice</div> <div>Fresh Fruits</div> <div>Juice</div> <div>Day 2</div> <div>Managed Buffet Breakfast</div> <div>Pork Salisbury Steak with Gravy</div> <div>Dried Dalagang Bukid</div> <div>Egg Omelette</div> <div>Garlic Rice/Plain Rice</div> <div>Fresh Fruits</div> <div>Coffee/Juice</div> <div>AM Snack</div> <div>Puto Pao</div> <div>Iced Tea</div> <div>Managed Buffet Lunch</div> <div>Mushroom Soup</div> <div>Pork Spareribs Royale</div> <div>Fish Fillet with Tartar Sauce</div> <div>Vegetable Express</div> <div>Steamed Pandan Rice</div> <div>Buko Pandan</div> <div>Soda</div> <div>Menu Choices: Batch 2 – 200 pax</div> <div>Day 1</div> <div>Managed Buffet Breakfast</div> <div>Tocino</div> <div>Dried Bisugo</div> <div>Scrambled Eggs</div> <div>Garlic/Plain Rice</div> <div>Fresh Fruits</div> <div>Coffee/Juice</div> <div>AM Snack</div> <div>Pork Empanada</div> <div>Iced Tea</div> <div>Managed Buffet Lunch</div> <div>Sabaw ng Tinola</div> <div>Pork Dinuguan</div> <div>Pritong Tilapia</div> <div>Ensaladang Talong</div> <div>Steamed Rice</div> <div>Ube Halaya</div> <div>Soda</div> <div>PM Snack</div> <div>Ensamada</div> <div>Iced Tea</div> <div>Managed Buffet Dinner</div> <div>Batchoy Soup</div> <div>Roasted Chicken Grandma Style</div>				
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<div>Sweet and Sour Fish</div> <div>Stir fry Vegetables</div> <div>Steamed Pandan Rice</div> <div>Fresh Fruits</div> <div>Juice</div> <div>Day 2</div> <div>Managed Buffet Breakfast</div> <div>Luncheon Meat</div> <div>Dried Salay-salay</div> <div>Sunny Side-Up Egg</div> <div>Garlic/Plain Rice</div> <div>Fresh Fruits</div> <div>Coffee/Juice</div> <div>AM Snack</div> <div>Siopao Bola-Bola</div> <div>Iced Tea</div> <div>Managed Buffet Lunch</div> <div>Potato Leek Soup</div> <div>Pork Bicol Express</div> <div>Stir fry Fish with Tofu</div> <div>Sauteed Vegetables</div> <div>Steamed Pandan Rice</div> <div>Macapuno with Beans</div> <div>Soda</div> <div>Menu Choices: Batch 3 - 200 pax</div> <div>Day 1</div> <div>Managed Buffet Breakfast</div> <div>Chicken Tocino</div> <div>Tuyo</div> <div>Scrambled Eggs</div> <div>Garlic/Plain Rice</div> <div>Fresh Fruits</div> <div>Coffee/Juice</div> <div>AM Snack</div> <div>Hotdog Sandwich with Fries</div> <div>Iced Tea</div> <div>Managed Buffet Lunch</div> <div>Chicken Sotanghon Soup</div> <div>Pork Igado</div> <div>Fish Curry</div> <div>Stir fry Vegetables</div> <div>Steamed Pandan Rice</div> <div>Coffee jelly</div> <div>Soda</div> <div>PM Snack</div> <div>Suman sa Lihiya</div> <div>Iced Tea</div> <div>Managed Buffet Dinner</div> <div>Pumpkin Soup</div> <div>Chicken Barbeque</div> <div>Sweet and Sour Fish Fillet</div> <div>Buttered Vegetables</div> <div>Steamed Pandan Rice</div> <div>Fresh Fruits</div> <div>Juice</div> <div>Day 2</div> <div>Managed Buffet Breakfast</div> <div>Grilled Hotdog</div> <div>Spanish Sardines</div> <div>Sunny Side-Up Egg</div> <div>Garlic/Plain Rice</div> <div>Fresh Fruits</div> <div>Coffee/Juice</div> <div>AM Snack</div> <div>Tuna Sandwich with Fries</div>				
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<p>Iced Tea</p> <p><b>Managed Buffet Lunch</b></p> <p>Sabaw ng Miswa na may Meatballs</p> <p>Hamonadong Baboy</p> <p>Pritong Tilapia</p> <p>Ginisang Kangkong na may Tofu</p> <p>Steamed Rice</p> <p>Fruit Salad</p> <p>Soda -</p> <p><b><u>Menu Choices: Batch 4 - 200 pax</u></b></p> <p><b><u>Day 1</u></b></p> <p><b>Managed Buffet Breakfast</b></p> <p>Embutido</p> <p>Tinapa</p> <p>Egg Omelette</p> <p>Garlic Rice/Plain Rice</p> <p>Fresh Fruits</p> <p>Coffee/Juice</p> <p><b>AM Snack</b></p> <p>Ham Sandwich with Fries</p> <p>Iced Tea</p> <p><b>Managed Buffet Lunch</b></p> <p>Crab and Corn Soup</p> <p>Pork Estofado</p> <p>Relyenong Bangus</p> <p>Sauteed Beans</p> <p>Steamed Pandan Rice</p> <p>Leche Flan</p> <p>Soda</p> <p><b>PM Snack</b></p> <p>Chiffon Mamon</p> <p>Iced Tea</p> <p><b>Managed Buffet Dinner</b></p> <p>Sabaw ng Mais na may dahon ng Sili</p> <p>Adobong Manok</p> <p>Pritong Isda</p> <p>Lumpiang Hubad</p> <p>Steamed Rice</p> <p>Fresh Fruits</p> <p>Juice</p> <p><b><u>Day 2</u></b></p> <p><b>Managed Buffet Breakfast</b></p> <p>Corned Beef with Potatoes</p> <p>Daing na Bangus</p> <p>Scrambled Eggs</p> <p>Garlic Rice/Plain Rice</p> <p>Fresh Fruits</p> <p>Coffee/Juice</p> <p><b>AM Snack</b></p> <p>Egg Sandwich with Fries</p> <p>Iced Tea</p> <p><b>Managed Buffet Lunch</b></p> <p>Eggdrop Soup</p> <p>Adobong Baboy</p> <p>Sarciadong Isda</p> <p>Guisadong Ampalaya</p> <p>Steamed Rice</p> <p>Minatamis na Saging</p> <p>Soda</p> <p><b><u>Menu Choices: Batch 5 - 200 pax</u></b></p> <p><b><u>Day 1</u></b></p> <p><b>Managed Buffet Breakfast</b></p> <p>Skinless Longganisa</p> <p>Isdang Lapad</p>				
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<div>Sunny Side-Up Egg Garlic/Plain Rice Fresh Fruits Coffee/Juice <b>AM Snack</b> Chicken Sandwich with Fries Iced Tea <b>Managed Buffet Lunch</b> Vegetables Soup Pork Humba Sinaing na Tulingan Pinakbet Steamed Rice Mango Sago Soda <b>PM Snack</b> Camote Fritters Iced Tea <b>Managed Buffet Dinner</b> Sabaw sa Miso Ginataang Manok Bistek na Bangus Guisadong Togue Steamed Rice Fresh Fruits Juice <u>Day 2</u> <b>Managed Buffet Breakfast</b> Pork Tapa Tuyo Scrambled Eggs Garlic/Plain Rice Fresh Fruits Coffee/Juice <b>AM Snack</b> Siopao Asado Iced Tea <b>Managed Buffet Lunch</b> Bulalo Soup Pork Casserole Crispy Fried Tawilis Stir fry Vegetables Steamed Pandan Rice Buko Lychee Cream Soda  <u>Menu Choices: Batch 6 – 200 pax</u> <u>Day 1</u> <b>Managed Buffet Breakfast</b> Grilled Hotdog Spanish Sardines Sunny Side-Up Egg Garlic Rice/Plain Rice Fresh Fruits Coffee/Juice <b>AM Snack</b> Chicken Empanada Iced Tea <b>Managed Buffet Lunch</b> Sabaw na Sinigang na Bangus sa Miso Kalderetang Baboy Pritong Galunggong Ginataang Kalabasa Steamed Rice Maja Mais Soda</div>				
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<p><b>PM Snack</b>  Banana Fritters  Iced Tea  <b>Managed Buffet Dinner</b>  Cream of Chicken Soup  Pocherong Manok  Fried Fish  Buttered Vegetables  Steamed Pandan Rice  Fresh Fruits  Juice  <u><b>Day 2</b></u>  <b>Managed Buffet Breakfast</b>  Pork Salisbury Steak with Gravy  Dried Dalagang Bukid  Egg Omelette  Garlic Rice/Plain Rice  Fresh Fruits  Coffee/Juice  <b>AM Snack</b>  Puto Pao  Iced Tea  <b>Managed Buffet Lunch</b>  Mushroom Soup  Pork Spareribs Royale  Fish Fillet with Tartar Sauce  Vegetable Express  Steamed Pandan Rice  Buko Pandan  Soda</p> <p><u><b>Menu Choices: Batch 7 – 200 pax</b></u>  <u><b>Day 1</b></u>  <b>Managed Buffet Breakfast</b>  Tocino  Dried Bisugo  Scrambled Eggs  Garlic/Plain Rice  Fresh Fruits  Coffee/Juice  <b>AM Snack</b>  Pork Empanada  Iced Tea  <b>Managed Buffet Lunch</b>  Sabaw ng Tinola  Pork Dinuguan  Pritong Tilapia  Ensaladang Talong  Steamed Rice  Ube Halaya  Soda  <b>PM Snack</b>  Ensaimada  Iced Tea  <b>Managed Buffet Dinner</b>  Batchoy Soup  Roasted Chicken Grandma Style  Sweet and Sour Fish  Stir fry Vegetables  Steamed Pandan Rice  Fresh Fruits  Juice  <u><b>Day 2</b></u>  <b>Managed Buffet Breakfast</b>  Luncheon Meat  Dried Salay-salay</p>				
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<div>Sunny Side-Up Egg Garlic/Plain Rice Fresh Fruits Coffee/Juice <b>AM Snack</b> Siopao Bola-Bola Iced Tea <b>Managed Buffet Lunch</b> Potato Leek Soup Pork Bicol Express Stir fry Fish with Tofu Sauteed Vegetables Steamed Pandan Rice Macapuno with Beans Soda  <b>Menu Choices: Batch 8 - 200 pax</b> <b>Day 1</b> <b>Managed Buffet Breakfast</b> Chicken Tocino Tuyo Scrambled Eggs Garlic/Plain Rice Fresh Fruits Coffee/Juice <b>AM Snack</b> Hotdog Sandwich with Fries Iced Tea <b>Managed Buffet Lunch</b> Chicken Sotanghon Soup Pork Igado Fish Curry Stir fry Vegetables Steamed Pandan Rice Coffee jelly Soda <b>PM Snack</b> Suman sa Lihiya Iced Tea <b>Managed Buffet Dinner</b> Pumpkin Soup Chicken Barbeque Sweet and Sour Fish Fillet Buttered Vegetables Steamed Pandan Rice Fresh Fruits Juice <b>Day 2</b> <b>Managed Buffet Breakfast</b> Gilled Hotdog Spanish Sardines Sunny Side-Up Egg Garlic/Plain Rice Fresh Fruits Coffee/juice <b>AM Snack</b> Tuna Sandwich with Fries Iced Tea <b>Managed Buffet Lunch</b> Sabaw ng Miswa na may Meatballs Hamonadong Baboy Pritong Tilapia Ginisang Kangkong na may Tofu Steamed Rice Fruit Salad Soda</div>				
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28-#





<ul style="list-style-type: none"> <li>➤ 100 rolls <b>Masking tape</b>, 2 inches (48mm) thickness per roll</li> <li>➤ 30 packs <b>Special Paper</b>, cream, 100gsm, 8.5 inches x 11 inches, 20 sheets per pack</li> <li>➤ 1,562 pieces <b>ID Jacket with Lace</b>, 126mm x 95mm</li> <li>➤ 10 reams <b>Bond paper</b>, legal, 1,000 sheets per ream</li> <li>➤ 1,562 pieces <b>Ballpen</b>, fine point, black</li> <li>➤ 1,562 pieces <b>Notebook</b>, 80 leaves</li> <li>➤ 130 pieces <b>Cartolina</b>, assorted colors</li> <li>➤ 1,562 pieces <b>Training Bag</b>, black, with print, 15 inches x 12 inches</li> </ul> <p><b>TRANSPORTATION (BUS) - 8 units</b>  Air-conditioned, Capacity: 48 - 50 seats  Pick-up Point: Quezon City Hall Flag Pole (Sunken Garden)  Drop-off Point: Main Entrance, Venue (Hotel)  (Vice-versa)</p>				
TOTAL				

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

\_\_\_\_\_

\_\_\_\_\_

Delivery Period : **fifteen (15) Calendar Days**

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

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

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

\_\_\_\_\_  
Date

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

78\$

# Cost Derivation

PROJECT NAME: HOTEL ACCOMMODATION, FOOD AND OTHERS  
PROJECT NO. BCRD-23-HLMF-0559

• FOR VARIOUS SUPPLIES

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	T-SHIRT	Piece	1,562		
2	TARPAULIN	Piece	6		
3	MARKER	Piece	125		
4	MANILA PAPER	Piece	120		
5	MASKING TAPE	Roll	100		
6	SPECIAL PAPER	Pack	30		
7	ID WITH LACE	Piece	1,562		
8	BOND PAPER	Ream	10		
9	BALLPEN	Piece	1,562		
10	NOTEBOOK	Piece	1,562		
11	CARTOLINA	Piece	130		
12	TRAINING BAG	Piece	1,562		
TOTAL AMOUNT BID FOR VARIOUS SUPPLIES					

• FOR HOTEL ACCOMMODATION, FOOD AND OTHERS

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation for 2 days and 1 night	Pax	1,775		
2	Food and Drinks (Buffet Style) for 2 days and 1 night	Pax	1,775		
3	Various Office Supplies	Lot	1		
4	Transportation Bus	Unit	8		
TOTAL BID AMOUNT					

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: \_\_\_\_\_

98