



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.9)

DATE : JUNE 27, 2023
PROJ. NO. : HRMD-23-HLMF-0858

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION AND OTHERS
Approved Budget of the Contract : Php627,000.00
End-User / Implementing Office : HUMAN RESOURCE MANAGEMENT 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 30, 2023, 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 (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**.


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	<p>3 DAYS AND 2 NIGHTS TEAM BUILDING (95 pax)</p> <p><u>HOTEL ACCOMMODATION</u> Room A Standard Room – Single/Double Sharing (3 rooms x 2 nights) Room B Superior Room – Quadruple Sharing (9 rooms x 2 nights) Room C Deluxe Room – 6 Sharing (3 rooms x 2 nights) Room D Deluxe Family Room – 10 Sharing (1 room x 2 nights) Room E Superior Family Room – 12 Sharing (1 room x 2 nights) Room F Villa Family Room – 14 Sharing (1 room x 2 nights)</p> <p><u>FUNCTION ROOM RENTAL</u> 3 days, with basic sound system, LCD projector, whiteboard</p> <p><u>FOOD AND DRINKS (BUFFET)</u> DAY 1 AM Snack - spaghetti with sliced bread, iced tea Lunch - pork sinigang, grilled fish, pork katsu, mixed veggies, coffee jelly, rice, fresh fruits, iced tea PM Snacks - ginataang bilo-bilo, turon, juice Dinner - crab and corn soup, green salad, plain rice, beef in mushroom sauce, fish in garlic and butter sauce, brownies, iced tea</p> <p>DAY 2 Breakfast – corned beef with potato, bacon, garden salad, pandesal egg, rice, fresh fruits, coffee AM Snack - Carbonara with Garlic Bread, Iced Tea, Lunch – chicken tinola, pork adobo sa gata, fried alumahan, halabos na gulay, rice, fruits in season, iced tea PM Snack - chicken sandwich, fries, iced tea Dinner - bulalo soup, sweet and sour pork, fish tempura, oriental veggies, salad, rice, drinks</p>	Lot	1		

<p>DAY 3 Breakfast – longganisa, ham, daing na bangus, garden salad, bread station, fresh fruits, coffee</p> <p><u>TEAM BUILDING SERVICES</u></p> <ul style="list-style-type: none">- Service provider shall allow use of team building/ game/ sports facilities throughout the event.- Service Provider shall prepare a customized team building program and provide facilitators. Team building activities are subject to the approval of Quezon City Government Human Resource Management Department. <p><u>CONCESSION AND AMENITIES</u></p> <ul style="list-style-type: none">- Free Welcome Tarpaulin (4ft x 7ft, High Quality, 10oz tarpaulin with eyelets all sides)- Free use of one function room for 8 hours and standard conference equipment such as widescreen, whiteboard, LCD projector, and projector screen- Free pads and pencils during conference proper for 95 pax- 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				
Total Quoted Amount				

Amount in Words : _____

Delivery Period : Thirty (30) Calendar Days
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	Room A Standard Room – Single/ Double Sharing (2 nights)	Room	3		
2	Room B Superior Room – Quadruple Sharing (2 nights)	Room	9		
3	Room C Deluxe Room – 6 Sharing (2 nights)	Room	3		
4	Room D Deluxe Family Room – 10 Sharing (2 nights)	Room	1		
4	Room E Superior Family Room – 12 sharing (2 nights)	Room	1		
5	Room F Villa Family Room – 14 Sharing (2 nights)	Room	1		
6	Function Room Rental (3 days)	Package	1		
	Food and Drinks				
7	Day 1 – AM Snack	Pax	95		
8	Day 1 - Lunch	Pax	95		
9	Day 1 – PM Snack	Pax	95		
10	Day 1- Dinner	Pax	95		
10	Day 2 – Breakfast	Pax	95		
11	Day 2 – AM Snack	Pax	95		
12	Day 2 - Lunch	Pax	95		
13	Day 2 - PM Snack	Pax	95		
14	Day 2 - Dinner	Pax	95		
15	Day 3 - Breakfast	Pax	95		
16	Team Building Services	Lot	1		
TOTAL QUOTED AMOUNT					