



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : JUNE 27, 2023

PROJECT NO. : QCU-23-HLMF-0945

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION AND OTHERS
Approved Budget of the Contract : Php142,450.00
End-User / Implementing Office : QUEZON CITY UNIVERSITY

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.	HOTEL ACCOMMODATION A. Hotel Room (3 days, 2 nights) - Deluxe Room (twin sharing and solo) - Breakfast included - Free local calls - Wi-Fi and LAN access in rooms B. Hotel Banquet/Meals - 2 nights (Dinner for Accreditors and Selected University Officials) - Complimentary use of venue - Use of basic sound system - Use of lectern/rostrum/podium - Use of 2 microphones - Use of whiteboard with markers - Use of flip charts	lot	1		
2.	SUPPLIES AND MATERIALS A. ALCUCOA Briefing 1) Tarpaulin – 4 ft. x 6 ft., coated with eyelets every corner 2) Lei Garland, 2 inches acrylic QCU logo with 2.5 inches ribbon width, 45 inches length for Resource Speaker 3) Token for Resource Speaker - Tumbler/Flask wide mouth with flip cap, stainless steel, double wall, vacuum insulated, leak proof, BPA free, 12 hours hot, 24 hours cold, 40oz, durable, personalized	lot	1		

Handwritten signature/initials

B. Accreditation Visit 1) Tarpaulin – 4 ft. x 6 ft., coated with eyelets every corner for Welcome Tarpaulin and for Site Tour 2) Lei Garland, 2 inches acrylic QCU logo with 2.5 inches 3) Token for Accreditors - Tumbler/Flask wide mouth with flip cap, stainless steel, double wall, vacuum insulated, leak proof, BPA free, 12 hours hot, 24 hours cold, 40oz, durable, personalized 4) Token for Stakeholders - Ecobag tote with QCU Logo print, thick fabric canvass, 10 inches x 12 inches TERMS OF REFERENCE: 1) Delivery Period: Upon request by the end-user until December 31, 2023. 2) The City shall pay the supplier upon every successful delivery and acceptance of the goods and services delivered therein and upon the presentation of billing statement.				
TOTAL:				

Amount in Words:

Delivery Period : Upon request by the End-user until December 31, 2023

Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Cost Derivation

PROJECT NAME: HOTEL ACCOMMODATION AND OTHERS
PROJECT NO. QCU-23-HLMF-0945

• FOR ITEM NO. 1

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	HOTEL ACCOMMODATION				
1	Hotel Room (3 days, 2 nights) - Deluxe Room (twin sharing and solo) - Breakfast included - Free local calls - Wi-Fi and LAN access in rooms	room	6		
2	Hotel Banquet/Meals - 2 nights (Dinner for Accreditors and Selected University Officials) - Complimentary use of venue - Use of basic sound system - Use of lectern/rostrum/podium - Use of 2 microphones - Use of whiteboard with markers - Use of flip charts	pax	25		
TOTAL QUOTED AMOUNT FOR ITEM NO. 1					

• FOR ITEM NO. 2

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	SUPPLIES AND MATERIALS				
A.	ALCUCOA Briefing				
1	Tarpaulin – 4 ft. x 6 ft., coated with eyelets every corner	piece	1		
2	Lei Garland, 2 inches acrylic QCU logo with 2.5 inches ribbon width, 45 inches length for Resource Speaker	pax	1		
3	Token for Resource Speaker - Tumbler/Flask wide mouth with flip cap, stainless steel, double wall, vacuum insulated, leak proof, BPA free, 12 hours hot, 24 hours cold, 40oz, durable, personalized	pax	1		
B.	Accreditation Visit				
4	Tarpaulin – 4 ft. x 6 ft., coated with eyelets every corner for Welcome Tarpaulin and for Site Tour	piece	2		
5	Lei Garland, 2 inches acrylic QCU logo with 2.5 inches	piece	10		



6	Token for Accreditors - Tumbler/Flask wide mouth with flip cap, stainless steel, double wall, vacuum insulated, leak proof, BPA free, 12 hours hot, 24 hours cold, 40oz, durable, personalized	pax	10		
7	Token for Stakeholders - Ecobag tote with QCU Logo print, thick fabric canvass, 10 inches x 12 inches	pax	100		
TOTAL QUOTED AMOUNT FOR ITEM NO. 2					

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Quote for and behalf of: _____

[Handwritten signature]