



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : September 12, 2023
PROJECT NO. : OCM(GAD)-23-HLMF-1081

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION FOOD AND OTHERS
Approved Budget of the Contract : Php 660,000.00
End-User / Implementing Office : OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)

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 **SEPTEMBER 15, 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 Deluxe Room – Twin Sharing Room (2 nights) for 20 pax	lot	1		
2	Function Room Rental for 3 days	lot	1		
	Day 1				
3	AM Snack Italian Pasta with Toast Bread and Iced Tea	Pax	40		
4	Lunch Asparagus Soup, Chicken BBQ, Oven Baked Fish Fillet, Sauted Vegetables, Rice, Fruits in Season & Soda	Pax	40		
5	PM Snack Ginataang Bilo-Bilo and Turoon and Lemonade	Pax	40		
6	Dinner Carb and Corn Soup, Beef Steak, Pork Roll adobo style, Shrimp Rebosado, Rice, Dessert, Iced Tea	Pax	40		
	Day 2				
7	Breakfast Beef Tapa, Omelet, Garlic Rice, Bread and Salad Station & Coffee/Juice	Pax	40		
8	AM Snack Baked Macaroni w/Toast Bread and softdrinks	Pax	40		
9	Lunch Beef with Broccoli, Shanghai Rolls, Pork Menudo, Chopsuey, Rice, Dessert, Iced Tea	Pax	40		
10	PM Snack Clubhouse Sandwich with Fries and Soda	Pax	40		
11	Dinner Chicken Soup, Grilled Chicken, Pork Binagoongan, Mixed Vegetables, Rice, Mixed Fruits, Iced Tea	Pax	40		

	Day 3				
12	Breakfast Pork Longanisa, Omelet, Daing na Bangus, Bread and Salad Station, Coffee / Juice	Pax	40		
13	AM Snack Penne Pasta with Garlic Bread and Lemonade	Pax	40		
14	Lunch Lechon Kawali, Fish Sinigang, Pork Ribs BBQ, Rice, Mixed Fruits, Iced Tea	Pax	40		
15	PM Snack Pancit Guisado with Puto and Lemonade	Pax	40		
16	T-Shirt With Collar, 60% Cotton, 40% Polyester, 220gsm	Pc	40		
	Training Kits				
17	Ballpen fine ball point, black, 0.5mm	pc	40		
18	Plastic ID 102mm wide x 76mm high, clear vinyl material, with slot and chain holes	Pc	40		
19	USB high speed USB 3.0, capacity 8gb, Compatibility: USB 3.0 backwards, 10.67mmx22.1mmx7.87mm	Pc	40		
TOTAL:					

Amount in Words: _____

Delivery Period : THIRTY (30) CALENDAR DAYS

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address