



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SMALL VALUE PROCUREMENT - SECTION 53.9)**

DATE : **SEPTEMBER 26, 2023**
PROJ. : **QCSBCDPO-23-HLMF -**
NO. : **1403**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF HOTEL ACCOMMODATION AND OTHERS**
Approved Budget of the Contract : **Php924,0000**
End-User / Implementing Office : **QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS 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 29, 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th align="center" colspan="4">ACCOMMODATIONS</th> </tr> <tr> <td style="width: 70%;">ROOM B Deluxe Room - Twin Sharing</td> <td style="width: 15%;">Room x 1 night</td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: center;">1</td> </tr> <tr> <td>ROOM A Deluxe Room – Quadruple Sharing</td> <td>Room x 1 night</td> <td></td> <td style="text-align: center;">52</td> </tr> <tr> <td>FUNCTION ROOM RENTAL 2 Days with basic sound system, LCD Projector, whiteboard</td> <td>Package</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <th align="center" colspan="4">FOOD (Buffet Meals) DAY 1</th> </tr> <tr> <td>AM SNACK Penne pasta in tuna and mushroom sauce, bread, orange juice</td> <td>Pax</td> <td></td> <td style="text-align: center;">210</td> </tr> <tr> <td>LUNCH Molo soup, fried rice, plain rice, seafood pancit canton, soy chicken, sweet and sour tuna fish, mixed vegetables, fresh fruits, cold drinks</td> <td>Pax</td> <td></td> <td style="text-align: center;">210</td> </tr> <tr> <td>PM SNACK Ginataang bilo-bilo / turon, iced tea</td> <td>Pax</td> <td></td> <td style="text-align: center;">210</td> </tr> <tr> <td>DINNER Crab and corn soup, green salad, plain rice, chicken in light teriyaki sauce, fish in garlic and butter sauce, brownies, iced tea</td> <td>Pax</td> <td></td> <td style="text-align: center;">210</td> </tr> <tr> <th align="center" colspan="4">FOOD (Buffet Meals) DAY 2</th> </tr> <tr> <td>BREAKFAST Chicken tocino, scrambled egg, longanisa, bread, coffee and juice</td> <td>Pax</td> <td></td> <td style="text-align: center;">210</td> </tr> <tr> <td>LUNCH Sopa de ajo soup, plain rice, fried rice pork menudo, chicken barbeque, butter fruits, iced tea</td> <td>Pax</td> <td></td> <td style="text-align: center;">210</td> </tr> <tr> <td>TARPAULIN 4 ft x7 ft High Quality 10 oz tarpaulin with eyelets all sides</td> <td>Piece</td> <td></td> <td style="text-align: center;">2</td> </tr> </table>	ACCOMMODATIONS				ROOM B Deluxe Room - Twin Sharing	Room x 1 night		1	ROOM A Deluxe Room – Quadruple Sharing	Room x 1 night		52	FUNCTION ROOM RENTAL 2 Days with basic sound system, LCD Projector, whiteboard	Package		1	FOOD (Buffet Meals) DAY 1				AM SNACK Penne pasta in tuna and mushroom sauce, bread, orange juice	Pax		210	LUNCH Molo soup, fried rice, plain rice, seafood pancit canton, soy chicken, sweet and sour tuna fish, mixed vegetables, fresh fruits, cold drinks	Pax		210	PM SNACK Ginataang bilo-bilo / turon, iced tea	Pax		210	DINNER Crab and corn soup, green salad, plain rice, chicken in light teriyaki sauce, fish in garlic and butter sauce, brownies, iced tea	Pax		210	FOOD (Buffet Meals) DAY 2				BREAKFAST Chicken tocino, scrambled egg, longanisa, bread, coffee and juice	Pax		210	LUNCH Sopa de ajo soup, plain rice, fried rice pork menudo, chicken barbeque, butter fruits, iced tea	Pax		210	TARPAULIN 4 ft x7 ft High Quality 10 oz tarpaulin with eyelets all sides	Piece		2	Lot	1		
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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

PROJECT TITLE: **PROCUREMENT OF HOTEL ACCOMMODATION AND OTHERS**

PROJECT NUMBER: **QCSBCDPO-23-HLMF-1403**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Room B Deluxe Room - Twin Sharing	Lot	1		
2	Room a Deluxe Room - Quadruple Sharing	Lot	52		
3	Function Room Rental	Package	1		
4	Tarpaulin	Piece	2		
	Food and Drinks				
5	Day 1 - AM Snack	Pax	210		
6	Day 1 - Lunch	Pax	210		
7	Day 1 - PM Snack	Pax	210		
8	Day 1 - Dinner	Pax	210		
9	Day 2 - Breakfast	Pax	210		
10	Day 2 - Lunch	Pax	210		
TOTAL QUOTED AMOUNT					=====