



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)

DATE : OCTOBER 17, 2023 ✓  
OCDDELEON-23-HLMF-  
PROJ. NO. : 1579 ✓

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : HOTEL ACCOMMODATION INCLUDING FOOD AND DRINKS, AND OTHERS ✓  
Approved Budget of the Contract : Php875,600.00 ✓  
End-User / Implementing Office : OFFICE OF COUN. DON DE LEON ✓

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 **OCTOBER 20, 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
	<p><b>ACCOMMODATION</b></p> <p><b>Room 1-5 - Quadruple Sharing</b> ✓</p> <p><b>Room 6 &amp; 7 - Triple Sharing</b> ✓</p> <p><b>1 Dormitory Room - 20 Pax</b> ✓</p> <p><b>1 Duplex Room - 4 Pax</b> ✓</p> <p><b>Function Room Rental - Basic Sound System</b> (2 Microphones, 2 base speakers, 1 Stand Mic), ✓ LCD Projector, and White Screen</p> <p><b>Four (4) Batches</b></p> <p>Batch 1 - 50 pax ✓</p> <p>Batch 2 - 50 pax ✓</p> <p>Batch 3 - 50 pax ✓</p> <p>Batch 4 - 49 pax ✓</p> <p>Total pax: 199</p> <p><b>Day 1 - Meals (Buffet)</b> ✓</p> <p><b>AM Snack</b> ✓</p> <p>Lomi and Pandesal ✓</p> <p><b>Lunch</b> ✓</p> <p>Steamed Rice, Pork Adobo, Pinakbet, Fried Fish, Fruits, Iced Tea ✓</p> <p><b>PM Snack</b> ✓</p> <p>Palitaw, Juice ✓</p> <p><b>Dinner (Buffet)</b> ✓</p> <p>Steamed Rice, Tinolang Chicken, Grilled Fish, ✓ Ensaladang Mangga, Fruits, Soda/Juice ✓</p>	Lot ✓	1		

<b>Day 2 – Meals (Buffet)</b> <b>Breakfast</b> Rice, Salted Egg with Tomatoes and Onion, Corned Beef, Dried Fish <b>AM Snack</b> Sandwich, Coffee/Juice <b>Lunch</b> Steamed Rice, Afritada, Teriyaki Chicken, Fried Fish, Fruits, Juice <b>PM Snack</b> Bilo-Bilo, Juice/Coffee <b>Dinner (Buffet)</b> Steamed Rice, Sinigang na Baboy, Lumpiang Gulay, Fried Fish, Soda/Juice <b>Day 3 – Meals (Buffet)</b> <b>Breakfast</b> Rice, Beef Tapa, Eggs, Tortang Talong <b>AM Snack</b> Spaghetti with Garlic Bread <b>Lunch</b> Steamed Rice, Chopsuey, Sauteed Sardines, Nilagang Baka, Fruits, Juice  <b>Free Use of Swimming Pool &amp; Karaoke</b>				
<b>Total Quoted Amount</b>				

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

	ACCOMMODATION				
1	ROOM 1-5 - QUADRUPLE SHARING	Room	5		
2	ROOM 6 & 7 – TRIPLE SHARING	Room	2		
3	DORMITORY ROOM – 20 PAX	Room	1		
4	DUPLEX ROOM – 4 PAX	Room	1		
5	FUNCTION ROOM RENTAL	Package	1		
	DAY 1 – MEALS (BUFFET)				
6	AM SNACK	Pax	199		
7	LUNCH	Pax	199		
8	PM SNACK	Pax	199		
9	DINNER	Pax	199		
	DAY 2 – MEALS (BUFFET)				
10	BREAKFAST	Pax	199		
11	AM SNACK	Pax	199		
12	LUNCH	Pax	199		
13	PM SNACK	Pax	199		
14	DINNER	Pax	199		
	DAY 3 – MEALS (BUFFET)				
15	BREAKFAST	Pax	199		
16	AM SNACK	Pax	199		
17	LUNCH	Pax	199		
Total Quoted Amount					

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: \_\_\_\_\_