



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.9)

DATE : **October 17, 2023**
OCM(GAD)-23-HLMF-
PROJ. NO. : **1482**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **HOTEL ACCOMMODATION INCLUDING FOOD AND DRINKS, AND OTHERS**
Approved Budget of the Contract : **Php 330,000.00**
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 **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
1	ACCOMMODATION Room A Deluxe Room – Quadruple Sharing Room x 2 nights, 15pax	package	1		
2	Function Room Rental for 2days (with basic sound system, LCD Projector, whiteboard)	lot	1		
	FOOD (Managed Buffet Meal)				
	Day 1				
3	LUNCH Bulalo Soup, Chicken BBQ, Pork Humba, Chopsuey, Rice, Fruits in Season, Iced Tea	pack	60		
4	PM Snack Cheese Burger Sandwich, Iced Tea	pack	60		
5	Dinner Chicken with Fresh Asparagus Soup, Roasted Beef in Mushroom Sauce, Beef Salpicao, Buttered Vegetable, Rice, Mango Sago, Iced Tea	pack	60		
	Day 2				
6	Breakfast Corened Beef with Potato, Bacon, Garden Salad, Pandesal, Egg, Rice, Apple, Coffee	pack	60		
7	AM Snack Chicken Sandwich, Orange Juice	pack	60		
8	Lunch Chicken Tinola, Pork Adobo sa Gata, Fried Alumahan, Halabos na Gulay, Rice, Fresh Fruits, Four Season Juice	pack	60		
9	PM Snack Carbonara with Toasted Bread, Lemonade Juice	pack	60		
10	Dinner Chicken Curry, Pork Steak, Mixed Vegetables, Fruits in Season, Rice, Iced Tea	pack	60		
	Day 3				
11	Breakfast Longganisa, Chicken Tocino, Scrambled Egg, Bread and Butter, Fruits, Coffee/Juice	pack	60		
12	AM Snack Asado Pao and Soda	pack	60		
13	Tarpaulin 4"x7" with 2 inches allowance, High Quality Resolution, 10oz tarpaulin with eyelets all sides	pc	2		
TOTAL					

Amount in Words : _____

Delivery Period : **Within Thirty (30) Calendar Days**
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address