



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : APR 25 2024

PROJECT NO. : HRMD-24-SERVICES-0369

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RENTAL OF VENUE
Approved Budget of
the Contract : Php799,980.30
End-User /
Implementing Office : HUMAN RESOURCE MANAGEMENT DEPARTMENT

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
APR 30 2024 10:00AM 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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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**.

**NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the
Long Brown Envelope.**


MA. MARGARITA T. SANTOS, DPA
Chairperson, BAC- Goods and Services

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	RENTAL OF VENUE FOR THE BADMINTON EVENT 40 teams x 3 games = 120 games	Day	8		
2	RENTAL OF VENUE FOR THE LAWN TENNIS EVENT 20 teams x 5 games = 100 games	Day	4		
3	RENTAL OF VENUE FOR THE BOWLING EVENT 45 teams x 3 games = 135 games	Day	6		
4	RENTAL OF VENUE FOR THE BILLIARD EVENT 40 teams x 7 games = 280 games	Day	6		
TOTAL					

Amount in Words:

Delivery Period : Upon request by the End-User until
December 31, 2024

Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Y
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