



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)

DATE : APRIL 30, 2024

PROJ. NO. : QCSBCDPO-24-HLMF-0805

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **HOTEL ACCOMMODATION AND OTHERS**  
Approved Budget of the Contract : **Php591,000.00**  
End-User / Implementing Office : **QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTION 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

**MAY 03, 2024, 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 (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.**

**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	<u>ACTIVITY 1</u> <u>AM SNACK</u> baked mac with garlic bread, healthy juice drink 240ml ✓ <u>LUNCH</u> plain rice, chicken broccoli, banana, healthy juice drinks 240ml <u>PM SNACK</u> ham and egg sandwich, healthy juice drinks 240ml ✓	Lot	1		
2	<u>ACTIVITY 2</u> <u>2-DAY HOTEL ACCOMMODATION</u> (inclusion of function room, chairs, table and set-up services) <u>AM SNACK</u> pansit palabok with puto, healthy juice drink 240ml ✓ <u>LUNCH</u> chicken tinola soup, sweet and sour fish fillet, pork binangoongan, chopsuey, steamed rice, leche flan, healthy juice drinks 240ml <u>PM SNACK</u> clubhouse sandwich, fresh fruits, healthy juice drinks 240ml	Lot	1		

Amount in Words : \_\_\_\_\_

\_\_\_\_\_

Delivery Period : Forty-Five (45) Calendar Days

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

COST DERIVATION

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	ACTIVITY 1				
1	AM SNACK	Pax	300 ✓		
2	LUNCH	Pax	300 ✓		
3	PM SNACK	Pax	300 ✓		
	ACTIVITY 2				
4	HOTEL ACCOMMODATION	Lot	1 ✓		
5	AM SNACK	Pax	300 ✓		
6	LUNCH	Pax	300 ✓		
7	PM SNACK	Pax	300 ✓		
TOTAL QUOTED AMOUNT					

Handwritten signature and initials.