



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.9)

DATE : MAY 21, 2024

PROJ. NO. : HRMD-24-HLMF-0927

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **HOTEL ACCOMMODATION AND OTHERS**
Approved Budget of the Contract : **Php561,000.00**
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

MAY 24, 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	<p>3 DAYS AND 2 NIGHTS TEAM BUILDING (85 pax)</p> <p><u>HOTEL ACCOMMODATION</u> ✓</p> <p>Room A Standard Room – Single Sharing (5 rooms x 2 nights)</p> <p>Room B Superior Room – Quadruple Sharing (20 rooms x 2 nights)</p> <p><u>FUNCTION ROOM RENTAL</u> ✓</p> <p>3 days, with basic sound system, LCD projector, whiteboard</p> <p><u>FOOD AND DRINKS (BUFFET)</u></p> <p>DAY 1 ✓</p> <p>AM SNACK – chicken arrozcaldo with egg, healthy juice or water</p> <p>LUNCH – cream of corn soup, vegetable teppanyaki, fish fillet with lemon butter sauce, pork caldereta, mango tapioca, healthy juice or water</p> <p>PM SNACKS – double decker hand and cheese sandwich, healthy juice or water</p> <p>DINNER – alondigas, ginataang sitaw at kalabasa, bangus steak, lechon kawali, fruit salad, healthy juice or water</p> <p>DAY 2 ✓</p> <p>BREAKFAST – chef's discretion, unsweetened coffee or healthy juice or water</p> <p>AM SNACK – BLT sandwich with chip, healthy juice or water</p> <p>LUNCH – sinigang baka, stir fry vegetables, fish fillet with sweet and sour sauce, chicken inasal, almond jelly with lychee, healthy juice or water</p> <p>PM SNACK – ginataang bilo-bilo, healthy juice or water</p> <p>DINNER – mixed seafood oriental soup, chopsuey, sarciadong tilapia, oriental chicken, mango float, healthy juice or water</p> <p>DAY 3 ✓</p> <p>BREAKFAST – chef's discretion, unsweetened coffee or healthy juice or water</p>	Lot	1		

<p>TEAM BUILDING SERVICES</p> <ul style="list-style-type: none">- Service provider shall allow use of team building/ game/ sports facilities throughout the event.- Service Provider shall prepare a customized team building program and provide facilitators. Team building activities are subject to the approval of Quezon City Government Human Resource Management Department. <p>CONCESSION AND AMENITIES</p> <ul style="list-style-type: none">- Free Welcome Tarpaulin (4ft x 7ft, High Quality, 10oz tarpaulin with eyelets all sides)- Free use of one function room for 8 hours and standard conference equipment such as widescreen, whiteboard, LCD projector, and projector screen- Free pads and pencils during conference proper for 85 pax- Free flowing coffee during conference proper- Free wi-fi access at the rooms, lobby area, and function rooms- Free use of swimming pool and cottages				
Total Quoted Amount				

Amount in Words : _____

Other Requirement:
<ul style="list-style-type: none">• Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...).• Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy.• Copy of Valid and Current Sanitary Permit issued by the Health Department.

Delivery Period : Thirty (30) 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
1.	Room A Standard Room – Single/ Double Sharing (2 nights)	Room	5		
2.	Room B Superior Room – Quadruple Sharing (2 nights)	Room	20		
3.	Function Room Rental	Lot	1		
	Food and Drinks				
4.	Day 1 – AM Snack	Pax	85		
5.	Day 1 - Lunch	Pax	85		
6.	Day 1 – PM Snack	Pax	85		
7.	Day 1- Dinner	Pax	85		
8.	Day 2 – Breakfast	Pax	85		
9.	Day 2 – AM Snack	Pax	85		
10.	Day 2 - Lunch	Pax	85		
11.	Day 2 - PM Snack	Pax	85		
12.	Day 2 - Dinner	Pax	85		
13.	Day 3 - Breakfast	Pax	85		
TOTAL QUOTED AMOUNT					