



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION -
NEGOTIATED 53.9 -
SMALL VALUE PROCUREMENT -

DATE : MAY 21, 2024 ✓

PROJECT NO. : PD-24-HLMF-0971 ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION AND OTHERS,
Approved Budget of the Contract : Php508,200.00 ✓
End-User / Implementing Office : PROCUREMENT 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	3 Days and 2 Nights TEAM BUILDING (77 pax) *Hotel Accommodation - (19 Deluxe Room - Quadruple Sharing and 1 Superior Room - Twin Sharing) *Use of Function Room with basic sound system, LCD projector and whiteboard *Use of applicable Hotel Facilities and Amenities *Use of Wi-Fi access on designated areas *Tarpaulin, 4 feet x 7 feet High Quality, 10oz. tarpaulin with eyelets all sides *Provision of free-flowing Coffee and Water Day 1 AM Snacks - Pancit Bihon with Bread, Juice Lunch - Asparagus Soup, Roast Chicken with Rosemary, Pork Mechado, Oriental Vegetable, Rice, Buko Salad, Juice PM Snacks - Clubhouse Sandwich, Juice Dinner - Seafood Chowder Soup, Pork Hamonado, Roasted Beef in Mushroom Sauce, Buttered Vegetables, Rice, Mango Sago, Juice Day 2 Breakfast - Corned Beef with Potato, Bacon, Garden Salad, Pandesal Egg, Rice, Fresh Fruits, Coffee AM Snacks - Ham Sandwich with Fries, Juice Lunch - Pork Sinigang, Pork Adobo, Fried Lumpia, Halabos na Gulay, Rice, Fresh Fruits, Juice PM Snacks - Spaghetti with Garlic Bread, Juice Dinner - Mushroom Soup, Beef with Broccoli, Fish Lumpia, Mixed Vegetables, Rice, Leche Plan, Juice Day 3	LOT	1		

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Breakfast - Fish Fillet, Ham, Tocino, Garden Salad, Bread Station, Fresh Fruits, Coffee Lunch - Egg Drop Soup, Pork Adobo, Chicken Curry, Mixed Vegetables, Buko Pandan, Juice				
TOTAL:				

Amount in Words: _____

Delivery Period : Upon request by the end-user
until June 30, 2024

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Other Requirement:

- 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.

Adviser

COST DERIVATION

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hotel Accommodation	pax	77		
	Food and Drinks				
2	Day 1 - AM Snacks	pax	77		
3	Day 1 - Lunch	pax	77		
4	Day 1 - PM Snacks	pax	77		
5	Day 1 - Dinner	pax	77		
6	Day 2 - Breakfast	pax	77		
7	Day 2 - AM Snacks	pax	77		
8	Day 2 - Lunch	pax	77		
9	Day 2 - PM Snacks	pax	77		
10	Day 2 - Dinner	pax	77		
11	Day 3 - Breakfast	pax	77		
12	Day 3 - Lunch	pax	77		
TOTAL QUOTED AMOUNT					

87210