



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City

8988-4242 local 8712 / 8710 / 8709

bacgoods.procurement@quezoncity.gov.ph



BAGONG PILIPINAS

REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : SEPTEMBER 18, 2024
Project
No. : QCU-24-HLMF-1122C

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION AND OTHERS
Approved Budget of
the Contract : P 248,860.00
End-User /
Implementing Office : QUEZON CITY UNIVERSITY

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 **SEPTEMBER 24, 2024, 10:00 A.M.** 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 S. MEJIA, 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	<p>ALCUCOA ACCREDITATION, CONFERENCE AND VISIT (LEVEL 3)</p> <p>A. ALCUCOA Conference: 1) Snack – VIP (For 60 pax) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>B. Accreditation Visit: 1) Breakfast for Accreditors (Day 1 only for 19 pax) Rice, 2 viands, Fruit, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink) 2) AM Snack - VIP for Accreditors and Officials (3 days for 19 pax) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink) 3) Buffet Lunch - Catered for Accreditors and Officials (3 days for 19 pax) Rice, 1 Appetizer, 1 Soup, 1 Salad, 3 Meat, 1 Fish, 1 Pasta, 2 Desserts, 3 Drinks (healthy juice drink, purified water in 5-gallon container with provision of water dispenser and paper cups and brewed coffee with muscovado sugar and low fat fresh milk) 4) PM Snack - VIP for Accreditors and Officials (3 days for 19 pax) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink) 5) AM Snack - VIP for Resource Persons (Day 1 only for 60 pax) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink) 6) AM Snack - VIP for Working Committee (3 days for 20 pax) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink) 7) Regular Packed Lunch for Working Committee (3 days for 20 pax) Steamed Rice, 2 viands (Pork/Chicken), 1 Dessert, 1 Healthy Juice Drink (min. of 240 ml) or 5 gallon purified water 8) PM Snack - VIP for Working Committee (3 days for 20 pax) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink) 9) Snack-Regular for Stakeholders Conference (For 120 pax) Pasta, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p>	lot	1		

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<p>10) Snack for Site Tour Community Extension (For 50 pax) Pasta, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)</p> <p>11) Buffet Dinner - Catered for Accreditors and Officials (2 nights for 15 pax) Rice, 1 Appetizer, 1 Soup, 1 Salad, 3 Meat, 1 Fish, 1 Pasta, 2 Desserts, 3 Drinks (healthy juice drink, purified water in 5-gallon container with provision of water dispenser and paper cups, and brewed coffee with muscovado sugar and low fat fresh milk)</p> <p>C. Supplies and Materials:</p> <p>1) Tarpaulin (3 pieces) - 4 x 6 ft., coated with eyelets every corner</p> <p>2) Lei Garland (10 pieces) - 2.5 inches acrylic QCU logo with 2.5 inches ribbon width</p> <p>3) Token for Accreditors (10 pax) - Personalized Executive Planner</p> <ul style="list-style-type: none">• Packaging: Elegant individual box• Color: Black• Design: with UV print QCU Logo in front and USB drive, power bank at the back, and pen <p>D. Hotel Accommodation (6 pax) Hotel Room (For 3 days and 2 nights)</p> <ul style="list-style-type: none">- Deluxe Room (twin sharing/solo)- Breakfast included- Free local calls- WI-FI and LAN access in rooms				
<p>Terms of Payment:</p> <ul style="list-style-type: none">• The City shall pay the supplier upon completion of the activity and acceptance of the goods and services delivered therein and upon the presentation of the billing statement.• Comply with the QC Nutritional Standards for food and drinks.				
Total Quoted Amount:				

Amount in Words: _____

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

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

Handwritten signature

Cost Derivation

PROJECT NAME: HOTEL ACCOMMODATION AND OTHERS

PROJECT NO. QCU-24-HLMF-1122C

NO.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	ALCUCOA ACCREDITATION, CONFERENCE AND VISIT (LEVEL 3)				
A	ALCUCOA Conference				
1	Snack – VIP Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	60		
B	Accreditation Visit				
1	Breakfast for Accreditors (Day 1 only) Rice, 2 viands, Fruit, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	19		
2	AM Snack - VIP for Accreditors and Officials (3 days) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	19		
3	Buffet Lunch - Catered for Accreditors and Officials (3 days) Rice, 1 Appetizer, 1 Soup, 1 Salad, 3 Meat, 1 Fish, 1 Pasta, 2 Desserts, 3 Drinks (healthy juice drink, purified water in 5-gallon container with provision of water dispenser and paper cups and brewed coffee with muscovado sugar and low fat fresh milk)	pax	19		
4	PM Snack - VIP for Accreditors and Officials (3 days) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	19		
5	AM Snack - VIP for Resource Persons (Day 1 only) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	60		
6	AM Snack - VIP for Working Committee (3 days) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	20		
7	Regular Packed Lunch for Working Committee (3 days) Steamed Rice, 2 viands (Pork/Chicken), 1 Dessert, 1 Healthy Juice Drink (min. of 240 ml) or 5 gallon purified water	pax	20		
8	PM Snack - VIP for Working Committee (3 days) Pasta, Sandwich, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	20		
9	Snack-Regular for Stakeholders Conference Pasta, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	120		

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10	Snack for Site Tour Community Extension Pasta, Drink (brewed coffee with muscovado sugar and low fat fresh milk or healthy juice drink)	pax	50		
11	Buffet Dinner - Catered for Accreditors and Officials (2 nights) Rice, 1 Appetizer, 1 Soup, 1 Salad, 3 Meat, 1 Fish, 1 Pasta, 2 Desserts, 3 Drinks (healthy juice drink, purified water in 5-gallon container with provision of water dispenser and paper cups, and brewed coffee with muscovado sugar and low fat fresh milk)	pax	15		
C	Supplies and Materials				
1	Tarpaulin - 4 x 6 ft., coated with eyelets every corner	piece	3		
2	Lei Garland - 2.5 inches acrylic QCU logo with 2.5 inches ribbon width	piece	10		
3	Token for Accreditors - Personalized Executive Planner <ul style="list-style-type: none">• Packaging: Elegant individual box• Color: Black• Design: with UV print QCU Logo in front and USB drive, power bank at the back, and pen	pax	10		
D	Hotel Accommodation				
1	Hotel Room (For 3 days and 2 nights) <ul style="list-style-type: none">- Deluxe Room (twin sharing/solo)- Breakfast included- Free local calls- Wi-Fi and LAN access in rooms	pax	6		
TOTAL QUOTED AMOUNT:					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Request for Quotation for and behalf of:

Handwritten signature/initials