



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 53.9
SMALL VALUE PROCUREMENT

DATE : DECEMBER 03, 2024
Project
No. : QCRRMO-24-HLMF-1642

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION AND OTHERS
Approved Budget of
the Contract : P 995,800.00
End-User /
Implementing Office : QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PAISD)

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 **DECEMBER 06, 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.

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>TRAINING ON RISK COMMUNICATION PLAN</p> <p>64 pax (1st – 5th day) + 62 pax (6th day) = 382 pax, venue is within Quezon City</p> <p>Conduct training to capacitate assigned information officer in all barangay and departments as force multiplier of PAISD</p> <ul style="list-style-type: none">• One (1) day training of six (6) batches undertaken and participated by:• One (1) Information Officer per Barangay = 146 Information Officers• One (1) Information Officer per Department = 224 Information Officers• Six (6) Training Staff / Facilitator per day• Two (2) Resource Speakers• Three (3) Audio and Visual Staffs <p>FOOD (Day 1 - Day 6)</p> <p>AM/PM SNACKS (Regular)</p> <p><i>Choices for snacks:</i></p> <p>Bihon Guisado, Malunggay Bread / Sotanghon Guisado, / Pancit Canton, Taisan Slices / Spaghetti Bolognese, Banana Bread / Pasta Carbonara, Carrot Bread / Seafood Pasta with Oil and Garlic, Cheese Rolls / Baked Macaroni, Cheese Pimiento Sandwich / Tuna Salad, Cinnamon Rolls / Ham and Cheese Sandwich, Mocha Cake Slices / Asado Roll, White Choco Cake Slices / Egg Salad Sandwich, Yema / Chicken Salad Sandwich, Oatmeal Cookies, Coffee, Juice and Water.</p> <p>LUNCH (VIP)</p> <p>inclusive of: (2) Viands - Pork/Chicken/Beef, (1) Side - Vegetable/Pasta, (1) Rice, (2) Drinks - Water, Juice, Coffee</p> <p><i>Choices for Pork Viand:</i></p> <p>Pork Menudo / Pork Adobo / Pork Caldereta / Bicol Express / Pork Binagoongan / Picadillo with Quail Egg / Pork Steak</p> <p><i>Choices for Beef Viand:</i></p> <p>Beef and Mushroom / Beef Tapa / Beef Steak</p> <p><i>Choices for Chicken Viand:</i></p> <p>Chicken Teriyaki / Chicken Curry / Roasted Chicken with Gravy / Chicken Adobo / Chicken Afritada / Chicken Garlic Parmesan / Classic Fried Chicken / Spicy Orange Chicken</p>	lot	1		

	<p><i>Choices for Side Dishes:</i> Mixed Corn and Carrots / Buttered Vegetable / Ensaladang Talong / Salted Egg / Mashed Potato Drinks: Coffee, Juice and Water.</p> <p>CONFERENCE ROOM PACKAGE - 6 DAYS</p> <p>a. Rental of Audio Visual and Lighting Equipment: Editing machine, laptops, computer, projector, camera and sound system.</p> <p>b. Overall venue decor/execution for the above-mentioned event to include but not limited to: Printing of Banner / Signage, Registration counter (including clipboards, pens, alcohol dispensers etc.</p> <p>c. At least two (2) Resource Speakers per day who is knowledgeable on the said topic of the event.</p> <p>d. At least six (6) Training Staff / Facilitator per day.</p> <p>e. Provide Activity/workshop kits for the participants.</p> <ol style="list-style-type: none"> (1 piece) Long Plastic Envelope, Dimension: 1cm x 25cm x 40cm, Color: Clear. (2 pieces) Ballpoint pen, Black. (10 pieces) Bond Paper, 80gsm, Size: Legal 21.59cm x 27.94cm. (1 piece) Notebook Filler, Size: 6 7/8 inches x 10 inches, Pages: 16 leaves. (1 piece) Sticker Name Tag, Matte Sticker Paper, Size: 3.5 inches x 2.2 inches. 				
2	<p>QC RISK COMMUNICATION PROCEDURES AND PROTOCOLS PLAYBOOK WORKSHOP</p> <p>A two (2) whole day Workshop for Risk Communication and Protocols Playbook Participants: one (1) Information Officers per department, one (1) Information Officer from Barangay, 4 Speakers, 10 Moderators, 2 Graphic Artists = 270 pax</p> <p>To publish these 4 Activity Phases every year Phase 1: Developed a Risk Communication Plan Playbook Phase 2: Reviews/Feedback on RCP Playbook from QCDRRMC members Phase 3: Published RCP Playbook Phase 4: Capacity-Building of QCDRRMC Members in Risk Communication</p> <p>1. Corporate Meeting Package 95 pax x 2 days = 190 pax Venue is within Quezon City</p> <p>Inclusions: whole day use of Function room with Basic Sound System, LCD projector, Projection Screen, Pads and Pens for Participants, At least 2 Speakers Per day, 10 Moderators and 2 Graphic Artists.</p> <p>FOOD AM/PM SNACKS (Regular) <i>Choices for snacks:</i> Bihon Guisado, Malunggay Bread / Sotanghon Guisado, / Pancit Canton, Taisan Slices / Spaghetti Bolognese, Banana Bread / Pasta Carbonara, Carrot Bread / Seafood Pasta with Oil and Garlic, Cheese Rolls / Baked Macaroni, Cheese Pimiento Sandwich / Tuna Salad, Cinnamon Rolls / Ham and Cheese Sandwich, Mocha Cake Slices / Asado Roll, White Choco Cake Slices / Egg Salad Sandwich, Yema / Chicken Salad Sandwich, Oatmeal Cookies, Coffee, Juice and Water.</p>	lot	1		

<p>LUNCH (VIP)</p> <p>inclusive of: (2) Viands - Pork/Chicken/Beef, (1) Side - Vegetable/Pasta, (1) Rice, (2) Drinks - Water, Juice, Coffee.</p> <p><i>Choices for Pork Viand:</i></p> <p>Pork Menudo / Pork Adobo / Pork Caldereta / Bicol Express / Pork Binagoongan / Picadillo with Quail Egg / Pork Steak.</p> <p><i>Choices for Beef Viand:</i></p> <p>Beef and Mushroom / Beef Tapa / Beef Steak.</p> <p><i>Choices for Chicken Viand:</i></p> <p>Chicken Teriyaki / Chicken Curry / Roasted Chicken with Gravy / Chicken Adobo / Chicken Afritada / Chicken Garlic Parmesan / Classic Fried Chicken / Spicy Orange Chicken.</p> <p><i>Choices for Side Dishes:</i></p> <p>Mixed Corn and Carrots / Buttered Vegetable / Ensaladang Talong / Salted Egg / Mashed Potato.</p> <p>Drinks: Coffee, Juice and Water.</p> <p>2. Corporate Meeting Package with Accommodation</p> <p>40 pax x 2 days = 80 pax Venue is within Quezon City</p> <p>Inclusions: whole day use of Function room with Basic Sound System, LCD projector, Projection Screen, Pads and Pens for Participants, At least 2 Speakers Per day, 10 Moderators and 2 Graphic Artists.</p> <p>1st day 20 Twin Deluxe Rooms (1-night accommodation)</p> <p>2nd day 20 Twin Deluxe Rooms (1-night accommodation).</p> <p>FOOD</p> <p>BREAKFAST/LUNCH/DINNER (VIP)</p> <p>inclusive of: (2) Viands - Pork/Chicken/Beef, (1) Side - Vegetable/Pasta, (1) Rice, (2) Drinks - Water, Juice and Coffee.</p> <p><i>Choices for Pork Viand:</i></p> <p>Pork Menudo / Pork Adobo / Pork Caldereta / Bicol Express / Pork Binagoongan / Picadillo with Quail Egg / Pork Steak.</p> <p><i>Choices for Beef Viand:</i></p> <p>Beef and Mushroom / Beef Tapa / Beef Steak.</p> <p><i>Choices for Chicken Viand:</i></p> <p>Chicken Teriyaki / Chicken Curry / Roasted Chicken with Gravy / Chicken Adobo / Chicken Afritada / Chicken Garlic Parmesan / Classic Fried Chicken / Spicy Orange Chicken.</p> <p><i>Choices for Side Dishes:</i></p> <p>Mixed Corn and Carrots / Buttered Vegetable / Ensaladang Talong / Salted Egg / Mashed Potato.</p> <p>Drinks: Coffee, Juice and Water.</p> <p>AM/PM SNACKS (Regular)</p> <p><i>Choices for snacks:</i></p> <p>Bihon Guisado, Malunggay Bread / Sotanghon Guisado, / Pancit Canton, Taisan Slices / Spaghetti Bolognese, Banana Bread / Pasta Carbonara, Carrot Bread / Seafood Pasta with Oil and Garlic, Cheese Rolls / Baked Macaroni, Cheese Pimiento Sandwich / Tuna Salad, Cinnamon Rolls / Ham and Cheese Sandwich, Mocha Cake Slices / Asado Roll, White Choco Cake Slices / Egg Salad Sandwich, Yema / Chicken Salad Sandwich, Oatmeal Cookies, Coffee, Juice and Water.</p>				
Total Quoted Amount:				

Amount in Words:

Delivery Period : Upon issuance of Notice to Proceed until December 31, 2024

Warranty : _____

Additional Requirement/s:	
1)	Copy of Valid and Current Sanitary Permit issued by the Health Department.
2)	Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...). (with project number and project title).
3)	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).

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Cost Derivation

PROJECT NAME: HOTEL ACCOMMODATION AND OTHERS

PROJECT NO. QCRRMO-24-HLMF-1642

ITEM NO. 1

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Venue Accommodation and Others	pax	382		
TOTAL BID AMOUNT FOR ITEM 1					

ITEM NO. 2

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Venue Accommodation and Others	pax	190		
2	Hotel Accommodation and Others	pax	80		
TOTAL BID AMOUNT FOR ITEM 2					

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____