



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



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1**

DATE : APRIL 24, 2025

PROJECT NO. : HRMD-25-HLMF-0339

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : HOTEL ACCOMMODATION AND OTHERS
Approved Budget of the Contract : Php660,000.00
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 APRIL 29, 2025, 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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



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12.10.2024/0419



QCG.PD.TSD.F.07

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 ACCOMMODATION FOR 100 PAX</p> <p>Room A: Standard Room – Single Sharing</p> <p>Room B: Superior Room – Quadruple Room</p> <p>Function Room Rental - 3 Days with Basic Sound System, LCD Projector, Whiteboard</p> <p><u>FOOD AND DRINKS (BUFFET)</u></p> <p>Day 1</p> <p>Lunch – beef salpicao, breaded fish fillet, cucumber salad, dessert, steam rice, health juice or water</p> <p>Dinner – pork sisig, garlic chicken, chef's salad, mushroom soup, dessert, steam rice, healthy juice drink or water</p> <p>Day 2</p> <p>Breakfast – tapsilog, healthy juice drink or water</p> <p>Lunch – grilled pork, sweet and spicy chicken, buttered corn and carrots, mushroom soup, dessert, steam rice, healthy juice or water</p> <p>Dinner – BRCC baked chicken, calamares fritos, garden salad, crab and corn soup, desert, steam rice, healthy juice drink or water</p> <p>Day 3</p> <p>Breakfast – bangsilog, healthy juice drink or water</p> <p>AM Snack – pansit bihon, toasted bread, healthy juice or water</p>	Lot	1		



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<p>Team Building Services</p> <p>Service Provider shall allow use of team building/game/sports facilities throughout the event</p> <p>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> <p><u>CONCESSION AND AMENITIES</u></p> <p>-Free Welcome Tarpaulin (4ft x 7ft, high quality, 100 oz with eyelets all sides)</p> <p>-Free use of one function room and standard conference equipment such as widescreen, whiteboard, LCD projector and projector screen.</p> <p>-Free pads and pencils during conference proper for 100 pax</p> <p>-free flowing coffee during conference proper</p> <p>-free wi-fi access at the rooms, lobby area and function rooms</p> <p>-Free use of swimming pool /beach and cottages</p>				
TOTAL				

Amount in Words:

OTHER REQUIREMENT/S:
<ul style="list-style-type: none">• Copy of Valid and Current Sanitary Permit issued by the Health Department.• Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam) with Project Number and Project Title.• 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.

Delivery Period : Sixty (60) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



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COST DERIVATION

PROJECT NAME: HOTEL ACCOMMODATION AND OTHERS

PROJECT NO. HRMD-25-HLMF-0339

Item no.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	3 DAYS AND 2 NIGHTS TEAM BUILDING ACCOMMODATION	PAX	100		
TOTAL					

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: _____



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