



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  
SMALL VALUE PROCUREMENT

DATE : May 06, 2025  
Project : CAO(PROCUREMENT)-  
No. : 25-HLMF-0687

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : HOTEL ACCOMMODATION AND OTHERS  
Approved Budget of the Contract : P 587,400.00  
End-User / Implementing Office : CITY ADMINISTRATOR'S 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 09, 2025, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

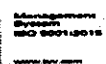
- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (For ABCs 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.**

ATTY. DOMINIC B. GARCIA  
Officer-In-Charge/Head, BAC Secretariat

CAO(PROCUREMENT)-25-HLMF-0687



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><b>PROCUREMENT DEPARTMENT ANNUAL TEAM BUILDING ACTIVITY 2025</b></p> <p><b>ACCOMMODATION (for 89 pax)</b> For 3 days 2 nights Room Accommodations on Superior Room based on Quadruple Sharing</p> <p>Inclusions:</p> <ul style="list-style-type: none"><li>• 2 days use of Function Room and available meeting equipments (with basic sound system, LCD projector and whiteboard).</li><li>• Use of applicable Hotel Facilities and Amenities</li><li>• Use of Wi-Fi access on designated areas</li><li>• Welcome banner and tarpaulin for the event</li><li>• Provision of free-flowing Coffee and Water</li></ul> <p><b>FOOD (Managed Buffet Meals)</b></p> <p>DAY 1 - SEMINAR/WORKSHOP</p> <p>AM Snacks Pancit Bihon with Bread, Juice</p> <p>Lunch Asparagus Soup, Roast Chicken with Rosemary, Pork Mechado, Oriental Vegetable, Rice, Buko Salad, Juice</p> <p>PM Snacks Clubhouse Sandwich, Juice</p> <p>Dinner Seafood Chowder Soup, Pork Hamonado, Roasted Beef in Mushroom Sauce, Buttered Vegetables, Rice, Mango Sago, Juice</p> <p>DAY 2 - TEAM BUILDING ACTIVITY</p> <p>Breakfast Corned Beef with Potato, Bacon, Garden Salad, Pandesal</p>	lot	1		

CAO (PROCUREMENT) - 25 - HLMF - 0687 .



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 Flan, Juice				
DAY 3 - ASSESSMENT AND EVALUATION				
Breakfast Fish Fillet, Ham, Tocino, Garden Salad, Bread Station,				
Fresh Fruits, Coffee				
Total Quoted Amount:				

Amount in Words: \_\_\_\_\_

OTHER REQUIREMENT/S:

- 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

:

UPON REQUEST BY THE END-USER  
UNTIL DECEMBER 31, 2025

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address