



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 : MAY 22, 2025

PROJECT NO. : HEALTH-25-HLMF-0432

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : HOTEL ACCOMMODATION WITH FOOD, DRINKS, AND OTHERS  
Approved Budget of the Contract : Php297,000.00  
End-User / Implementing Office : QUEZON CITY HEALTH 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 27, 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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### 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>Training of Trainers for Smoke Free Task Force on Enforcement</b></p> <p><b>Inclusive of Hotel Accommodation, Food, Drinks, and Others, 45 Pax, for three (3) days</b></p> <p><b>Inclusions:</b></p> <p>(1) <b>Tarpaulin</b>, size: 6ft x 7ft. with QC and QCHD Logo, with Theme for the activity.</p> <p><b>Concession and Amenities:</b></p> <p>*Free use of conference room with usual facilities like whiteboard, P/A system with 2 microphones, overhead projector with screen and rostrum (7:00am-5:00pm)</p> <p>*Free overflowing black coffee during seminar proper</p> <p>*Free use of electricity charge for (1) unit of laptop and overhead projector or LCD and screen in case you will bring in</p> <p>*Free use of swimming pool and cottages</p> <p>*Free use of Wi-Fi connection</p> <p>*Free welcome tarpaulin</p> <p>*Free parking</p> <p><b>Food and Drinks (Buffet Style):</b></p> <p><b>* Managed Buffet Breakfast</b></p>	Lot	1		



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<p>Choices of:</p> <p>-Tocino, Fried Egg, Plain Rice/Fried Rice, Black Coffee/Tea ✓</p> <p>Breakfast Sausage, Poached Egg, Plain Rice/Fried Rice, Black Coffee/Tea -</p> <p>-Beef Tapa/Flakes, Sunny Side Up Egg, Plain Rice/Fried Rice, Black Coffee/Tea -</p> <p>-Chicken Adobo, Hard Boiled Egg, Plain Rice/Fried Rice, Black Coffee/Tea ✓</p> <p>-Fried Bangus, Salted Egg with Tomatoes and Onions, Plain Rice/Fried Rice, Black Coffee/Tea ✓</p> <p><b>* AM Snacks</b></p> <p>Choices of:</p> <p>-Ham Sandwich, Chicken Sandwich, Asado/Bola-bola Pao, Ensaymada, Pansit Canton, Empanada, Suman with Mango, healthy juice drink ✓</p> <p><b>* PM Snacks</b></p> <p>Choices of:</p> <p>-Baked Macaroni, Bihon Guisado, Spaghetti, Pansit Palabok, Rice Cake (Biko), Kutsinta/Puto, healthy juice drink -</p> <p><b>* Lunch Managed Buffet</b></p> <p>Choices of:</p> <p>-Bird's Nest Soup, Pork in Sweet and Sour Sauce, Chicken Macau Spring Rolls, Squid with Vegetables, Plain Rice, Assorted Fruits ✓</p> <p>-Bird's Nest with Chicken Soup, Fried Chicken Chunks, Pork Mandarin, Fish Fillet, Plain Rice, Leche Flan -</p> <p>-Cream of Mushroom Soup, Litson Kawali, Lumpiang Shanghai, Special Chopsuey, Plain Rice, Brownies ✓</p> <p>-Bird's Nest Soup, Beef Caldereta, Fried Chicken, Squid with Vegetables, Plain Rice, Assorted Fruits ✓</p> <p>-Bird's Nest Soup, Pork Menudo, Fried Milk Fish, ✓ Mixed Veggies Saute, Plain Rice, Buko Pandan</p> <p>Note: with overflowing black coffee / with water in a dispenser ✓</p>				
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<p><b>* Dinner Managed Buffet</b></p> <p>Choices of:</p> <p>-Pumpkin Soup, Pork Barbeque, Garlic Vegetables, Fried Tilapia, Plain Rice, Maja Blanca</p> <p>-Corn Soup, Beef Steak, Fried Milk Fish, Mixed Veggies with Shrimp, Plain Rice, Banana</p> <p>-Potato Leak, Chicken Barbeque, Fried Tilapia, Fresh Lumpia, Plain Rice, Banana</p> <p>-Pumpkin Soup, Fried Chicken, Pork Adobo, Chopsuey with Quail Egg, Plain Rice, Banana</p> <p>-Pumpkin Soup, Beef Steak, Fresh Lumpia, Fried Milk Fish, Plain Rice, Banana</p> <p>Note: with overflowing black coffee / with water in a dispenser</p>				
TOTAL				

**Amount in Words:**

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



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COST DERIVATION

PROJECT NAME: HOTEL ACCOMMODATION WITH FOOD, DRINKS, AND OTHERS

PROJECT NO. HEALTH-25-HLMF-0432

Item no.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	HOTEL AND ACCOMMODATION WITH FOOD, DRINKS, AND OTHERS FOR <b>THREE (3) DAYS</b>	PAX	135		
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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