

SF-GOOD-60

**REQUEST FOR QUOTATION**  
**(53.9 "Small Value Procurement")**

**Garden Orchid Hotel**  
**Grand Astoria Hotel**  
**Marcian Garden Hotel**

Date: February 20, 2023  
 Quotation No.: 0120  
 Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before February 24, 2023 at 10:00 a.m.**

**ATTY. ALEXANDER ERIC F. ELIAS**  
*BAC-Chairperson*

**Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.**

1. DELIVERY PERIOD **THIRTY (30) CALENDAR DAYS**
2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
8. **Bidders are requested to submit PHILGEPS REGISTRATION NUMBER/ PHILGEPS PLATINUM CERTIFICATE, OMNIBUS SWORN STATEMENT, LATEST ITR AND BUSINESS/MAYOR'S PERMIT**
9. **Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.**
10. **For Tires and Batteries, ONE (1) YEAR WARRANTY**
11. **Bidders are required to indicate unit price per item, type written or legibly hand-written.**

ITEM NO.	ITEM & DESCRIPTION	BRAND NAME	QTY	Unit	UNIT PRICE	TOTAL
	<b>Food and Accommodation</b> <b>1 Lunch and 2 Snacks (a.m. &amp; p.m.) for 3 days</b>					
1.	<b>Menu: Day 1</b> AM- Baked Macaroni with Softdrinks PM- Tuna Sandwich with Juice Lunch- Steamed Rice Beef Estofado Sotanghon Guisado (Seafood) Fried Chicken Sweetcorn Soup Fruits Softdrinks <b>Estimated Cost: P182,500.00</b>		365	pax		
2.	<b>Menu: Day 2</b> AM- Spaghetti with Toasted with Softdrinks PM- Egg Pie with Softdrinks Lunch- Steamed Rice Buttered Chicken Bihon Guisado Mango Gelatin Softdrinks <b>Estimated Cost: P182,500.00</b>		365	pax		
3.	<b>Menu: Day 3</b> AM-Clubhouse with Juice PM-Hamburger with Juice Lunch- Steamed Rice Sweet & Sour Fish Fillet Buttered Chicken Fresh Mushroom Sauteed Sotanghon Guisado Leche Flan Softdrinks <b>Estimated Cost: P182,500.00</b>		365	pax		
	Note: 1.Fully Air-conditioned convention room					

	2.Space w/ sitting arrangement w/ tables enough for minimum of 100 persons and maximum of 564 persons 3.Spacious Area for Group Activities 4.Stage with Backdrop for Presidential Table 5.Overhead Projector and LCD equipment for presentation 6.Good Public Access Sound System w/ CD Player 7.White board w/ white board marker 8.Venue accessible to participants and within city proper 9.1 free room for the secretariat and training materials (to be available a day before the conduct and until the last day of training)					
	<b>Note:</b> <b>“Be Prepared and Be Resilient”</b> to be held on the 1 <sup>st</sup> Quarter of 2023, at any local hotel, this city					
<b>Purpose: For official use of the Office of the City Planning and Development Coordinator, this city</b>						

*Brand and Model* : \_\_\_\_\_  
*Delivery Period* : \_\_\_\_\_  
*Warranty* : \_\_\_\_\_  
*Price Validity* : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
*Printed Name / Signature*

\_\_\_\_\_  
*Tel. No. / Cellphone No.*  
*e-mail address*

\_\_\_\_\_  
*Date*