

**REQUEST FOR QUOTATION  
Negotiated Procurement – Small Value Procurement**

Date: October 6, 2017

RFQ No.: 2017-10-080

The Pasay City Government – Pasay City Disaster Risk Reduction Management Office (PCDRMO), through its Bids and Awards Committee, intends to apply the sum of three hundred seventy two thousand pesos (Php 372,000.00) being the Approved Budget for the Contract (ABC) for the **Accommodation and Conference Package in connection with the Basic Incident Command System Training Course** chargeable against the General Fund.

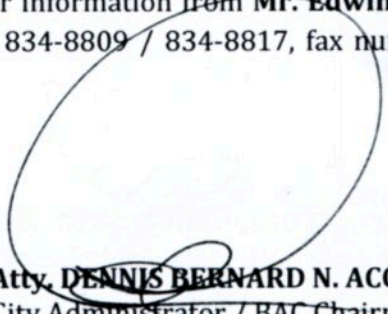
The Pasay City Government BAC now requests quotation for **Accommodation (Twin Sharing) and Conference Package for three (3) days with Breakfast, AM Snack, Assisted Lunch, PM Snack and Assisted Dinner for 62 pax on October 25-27, 2017**. Quotation received in excess of the ABC shall be automatically rejected at the opening of price quotations.

Please submit your duly signed quotations/proposals not later than October 11, 2017 at 10:00am for the item described above, subject to the Terms and Conditions provided with this Request for Quotation (RFQ).

A copy of your mayor's / business permit, PhilGEPS registration number, income/ business tax return and omnibus sworn statement are also required to be submitted along with your quotation/proposal.

Quotations may be submitted manually in a sealed envelope and drop in the box located at the Conference Room, Office of the City Administrator, 2<sup>nd</sup> Floor, Pasay City Hall Building, or through facsimile or email at the address and contact numbers indicated below.

Interested service provider may obtain further information from **Mr. Edwin V. David, CSEE**, Head – BAC Secretariat at telephone numbers 834-8809 / 834-8817, fax number 891-8786 or email address: bacsecpasay@gmail.com.

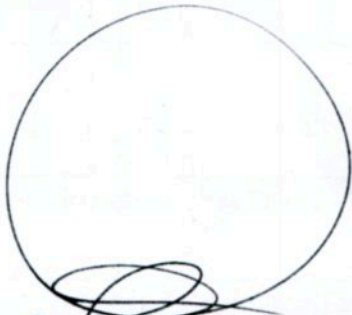
  
Atty. **DENNIS BERNARD N. ACORDA**  
City Administrator / BAC Chairman

**Republic of the Philippines  
CITY GOVERNMENT OF PASAY**

RFQ No.: 2017-10-080

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price proposal(s)/quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price proposal(s)/quotation(s) to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. Payment term as stated in the Purchase Order / Contract.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Pasay City Government may 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.



**Atty. DENNIS BERNARD N. ACORDA**  
City Administrator / BAC Chairman

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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the item as follows:

ITEM DESCRIPTION	QUANTITY (QTY)	APPROVED BUDGET FOR THE CONTRACT (ABC)	OFFER		REMARKS
			Compliance with Technical Specifications (please check)		
			YES	NO	
<b>Accommodation and Conference Package in connection with the Basic Incident Command System Training Course</b>  <b>October 25-27, 2017</b>  1. Accommodation and Conference Package for 62 pax for 3 days  Hotel Accommodation for 3 days Meals and Refreshments Breakfast AM Snack Assisted Lunch PM Snack Assisted Dinner Banquet Amenities Free use of function room PA System with microphone Whiteboard with marker/s and erasers Free flowing coffee and tea Complimentary car pass	62 pax	Php 372, 000.00			

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Office Telephone / Fax No.

\_\_\_\_\_  
Mobile No.

\_\_\_\_\_  
Email address/es