

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Region XIII (Caraga Region) Butuan City

Name of Procuring Entity: <b>DILG</b>	RFQ No. : <b>2016-</b>
Date: April 7, 2016	
Office/End-User: <b>LGCCD</b>	
Company Name	
Address	
Business Permit No.	
TIN No.	
PhilGEPS Registration No.	

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed.

**TERMS AND CONDITIONS:**

- |  |  |
|--|--|
| <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Bidders shall quote for all items.</p> <p>3. Price quotation(s) must be valid for 60 calendar days from date of submission.</p> <p>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</p> <p>5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.</p> <p>6. 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 specification and other terms and conditions stated herein.</p> <p>7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</p> <p>8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.</p> | <p>10. Liquidated damages equivalent of 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 DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.</p> <p>11. The DILG reserves the right to request the supplier for adjustment (addition or reduction) of booking of food and accommodation based on the actual number of participants present and the quantity of services delivered. Payment shall be made after the activity.</p> <p>12. Only <u>sealed</u> quotations submitted on or before <b>March 15, 2016/9:00 a.m.</b>, the deadline, shall be opened. Late quotations shall not be accepted.</p> <p>13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</p> |
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**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PHP 400,800.00**

**CHARISSA T. GUERTA**  
BAQ Chairperson

Item No.	ITEM DESCRIPTION	QTY	Approved Budget for the Contract	Offer					Remarks	
				Price			Compliance with Technical Specifications (please check)			
				QTY	Unit Price	Total Price	Yes	No		
1	Catering Services & Accommodation during the Conduct of the BUB Capacity Building Program for CSOs of Cortes, Surigao del Sur , April 17-19, 2016 for Batches 1 & 2 (Training Program: Organizational Development for CSOs - 2 Batches - simultaneous)									
	<b>Technical Specifications:</b> 1. April 17-19, 2016 for 2 Batches - simultaneous 2. Within <u>Tandag City</u> 3. Accessible to commuting public 4. Two (2) Function Rooms can accommodate <u>120 participants each</u> 5. Rooms can accommodate <u>3</u> guests 6. Meals, snacks and venue:		400,800.00							
	<b>6.a. Day 0: (April 17, 2016)</b> Dinner - rice, beef bulalo, pork adobo and vegetable salad, fruits and drinks.	8 pax								
	<b>6.b. Day 21(April 18, 2016)</b> Breakfast - rice, corned beef, egg, dried fish, fruits AM Snacks - spaghetti w/ bread and softdrinks PM Snacks - chocolate cake and canned juice Lunch - rice, sinigang na hipon, pork adobo, pinakbet, buko-mango sago and softdrinks Dinner - rice, beef steak, tinolang lapu-lapu, chopsuey, fresh fruit salad and juice	8 pax 240 pax 240 pax 240 pax 240 pax								

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Warranty

Price Validity

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

Printed Name/Signature/Date

Tel. No./Cellphone No.



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Date: April 7, 2016	
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	<b>6.c. Day 2 : (April 19, 2016)</b>								
	Breakfast -rice, beef tapa, egg, hotdog and fruits	240 pax					[ ]	[ ]	
	AM Snacks - banana cake and softdrinks	240 pax					[ ]	[ ]	
	Lunch - rice, nilagang baka, fish fillet, fried chicken, mango float and softdrinks	240 pax					[ ]	[ ]	
	6.d. Water dispenser and glass available at the conference hall.						[ ]	[ ]	
	6.e. Free flowing coffee with cream and sugar						[ ]	[ ]	
	6.f. Meals ready at 6:30am/12:00nn/6:00pm.						[ ]	[ ]	
	7. Functionality:						[ ]	[ ]	
	7.a. Conference room						[ ]	[ ]	
	7.b. 4 white board markers						[ ]	[ ]	
	7.c. Light, ventilation,						[ ]	[ ]	
	7.d. Water supply and toilet						[ ]	[ ]	
	7.e. Stand by generator in case of power failure						[ ]	[ ]	
	7.f. Table and chair arrangement for participants						[ ]	[ ]	
	7.g. Information/ secretariat table						[ ]	[ ]	
	7.h. Philippine flag, Podium, backdrop and welcome streamer (4" X 8") (design c/o procuring entity)						[ ]	[ ]	
	7.i. 2 Availability of sound system						[ ]	[ ]	
	7.j. One projector screen						[ ]	[ ]	
	page 2 of 3								
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	8. Room Accommodation 8.a. Billeting within the hotel premises 8.b. Check in at 2:00 pm Day 0; check out at 12:00 noon day 2.								
	Day 0 (April 17, 2016)	8 pax					[ ]	[ ]	
	Day 1 (April 18, 2016)	240 pax					[ ]	[ ]	
	NOTE: In order to be eligible for this procurement, suppliers /service providers must submit, together with the quotation/proposal the following eligibility requirements								
	1. Applicable Registration Certificate, any of the following:						[ ]	[ ]	
	a) SEC Registration Certificate for Corporations						[ ]	[ ]	
	b) DTI Registration Certificate for Sole Proprietorship						[ ]	[ ]	
	c) Cooperative Development Authority Registration Certificate for Cooperatives						[ ]	[ ]	
	2. Valid Business Permit						[ ]	[ ]	
	3. Valid PhilGEPS Registration Certificate						[ ]	[ ]	

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