

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

Name of Procuring Entity:	DILG	RFQ No. : 2016-	
		Date: May 25, 2016	
Office/End-User:	LGCDD		
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 quotations submitted on or before June 02, 2016/9:00 a.m., the deadline, shall 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 143,550.00

CHARISSA T. GUERTA
BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	Approved Budget for the Contract	Price			Offer		Remarks
				QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)		
							Yes	No	
1	Catering Services and Accommodation for the Conduct of Provincial Planning Workshop on Mainstreaming CCA - DRR in the Local Development Planning on June 7, 2016.								
	Technical Specifications:		143,550.00						
	1. June 7, 2016.						[]	[]	
	2. Within Butuan City						[]	[]	
	3. Accessible to commuting public						[]	[]	
	4. Function Room can accommodate <u>111</u> participants						[]	[]	
	5. Hotel rooms can accommodate <u>3</u> guests						[]	[]	
	6. Meals, snacks and venue:						[]	[]	
	6.a. Day 0: (June 06, 2016)						[]	[]	
	DINNER - rice, tinolang manok-native, beef steak, fried fish, fruits, softdrinks	50 pax					[]	[]	
	6.b. Day 1: (June 07, 2016)								
	COMPLEMENTARY BREAKFAST	50 pax					[]	[]	
	BREAKFAST - rice, fried bangus, sunny-side-up egg, fried banana, hot choco/coffee	50 pax					[]	[]	
	AM Snacks - Lasagna and Garlic toasted bread and pineapple juice	111 pax					[]	[]	
	PM Snacks -big chocolate muffin and canned juice	111 pax					[]	[]	
	Lunch - rice, sinigang hipon, sinuglaw, lumpia shanghai, grilled fish, buko pandan and softdrinks	111 pax					[]	[]	
	Dinner - rice, fish tinola, kare-kare, pork chop, bam-l, fruit salad, softdrinks.	50 pax					[]	[]	

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page 1 of 3

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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	6.d. Water dispenser and glass available at the conference hall. 6.e. Free flowing coffee with cream and sugar from morning to afternoon 6.f. Meals ready at 6:30am/12:00nn/5:30pm 7. Parking space 8. Functionality: 8.a. Conference room 8.b. 4 white board markers 8.c. Light, ventilation, and full airconditioning 8.d. Water supply and toilet 8.e. Stand by generator in case of power failure 8.f. Stable free wifi internet connection 8.g. Table and chair arrangement for participants and presidential table 8.h. Information/ secretariat table 8.i. Philippine flag, Podium, backdrop and welcome streamer (4" X 8") (design c/o procuring entity) 8.j. 2 wireless and 3 wired microphones 8.k. One projector screen						[]	[]	
	9. Room Accommodation 9.a. Triple sharing, fully airconditioned with television, T & B with soap, shampoo, and towel 9.b. Stable free wifi internet connection 9.c. Complimentary room for secretariat 9.d. Billeting within the hotel premises 9.e. Check in at 2:00 pm Day 0; check out at 12:00 noon day 2. 9.f. Accommodation with complimentary breakfast (3 pax/room w/ complimentary breakfast and 1 extra room for the secretariat) Day 0 (June 06, 2016) Day 1 (June 07, 2016) (Complementary Breakfast - Pinoy Breakfast)	50 pax 50 pax					[]	[]	
				Price Validity					

Warranty

Price Validity

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Printed Name/Signature/Date

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				Price			Yes	No	
				QTY	Unit Price	Total Price			
	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						[]	[]	

Warranty	Price Validity
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Printed Name/Signature/Date	
Tel. No./Cellphone No.	