

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>
Office/End-User: <b>LGCCD</b>	Date: <b>June 01, 2016</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.<br/>                 2. <b>Bidders shall quote for all items.</b><br/>                 3. Price quotation(s) must be valid for 60 calendar days from date of submission.<br/>                 4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.<br/><br/>                 5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.<br/>                 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.<br/><br/>                 7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).<br/>                 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.<br/><br/>                 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.<br/><br/>                 12. Only quotations submitted on or before <b>June 10, 2016/9:00 a.m.</b>, the deadline, shall be accepted.<br/><br/>                 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> |
|---|---|

**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PHP 260,400.00**

**CHARISSA T. GUERTA**  
 BAC 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	<b>Catering Services and Accommodation for the Conduct of Seminar on Culture Sensitivity on June 14-17, 2016.</b>								
	<b>Technical Specifications:</b> 1. June 14-17, 2016. 2. Within Butuan City 3. Accessible to commuting public 4. Function Room can accommodate <u>57</u> participants 5. Hotel rooms can accommodate <u>3</u> guests 6. Meals, snacks and venue: <b>6.a. Day 1: (June 14, 2016 for Batch 1)</b> <b>Breakfast</b> - fried rice, beef tapa, fried egg, papaya. <b>AM Snacks</b> - cheeseburger and buko juice <b>PM Snacks</b> - moist chocolate cake and iced tea. <b>Lunch</b> - rice, kare-kare, lechon kawali, sotanghon soup, black sambo, softdrinks <b>Dinner</b> - rice, grilled tuna belly, pinakbet, pork sinigang, buko pandan, softdrinks. <b>6.b. Day 2: (June 15, 2016)</b> <b>Complementary Breakfast</b> - rice, paksiw na tuna, boiled egg, banana. <b>AM Snacks</b> - empanada and canned juice. <b>PM Snacks</b> - clubhouse sandwich and buko juice. <b>Lunch</b> - rice, crispy beef tadyang, four seasons, humba, clear soup, window cathedral, softdrinks. <b>Dinner</b> - rice, buttered chicken, crabmeat, sinigang na bangus, fresh fruits, softdrinks.  page 1 of 3		<b>260,400.00</b>						

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.	

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>
Office/End-User: <b>LGCD</b>	Date: <b>June 01, 2016</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.<br/>                 2. Bidders shall quote for all items.<br/>                 3. Price quotation(s) must be valid for 60 calendar days from date of submission.<br/>                 4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.<br/>                 5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.<br/>                 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.<br/>                 7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).<br/>                 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.<br/>                 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.<br/>                 12. Only quotations submitted on or before <b>June 10, 2016/9:00 a.m.</b>, the deadline, shall be accepted.<br/>                 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> |
|--|--|

**APPROVED BUDGET FOR THE CONTRACT (ABC):**

**PHP 260,400.00**

**CHARISSA T. GUERTA**  
 BAC 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	
	<b>6.c. Day 1: (June 16, 2016 for Batch 2)</b>								
	<b>Breakfast</b> - fried rice, longganisa, scrambled egg, papaya, coffee.	52 pax					[ ]	[ ]	
	<b>AM Snacks</b> - egg sandwich and buko juice	57 pax					[ ]	[ ]	
	<b>PM Snacks</b> - benignit	57 pax					[ ]	[ ]	
	<b>Lunch</b> - rice, grilled tuna belly, four seasons, pork sinigang, buko salad, softdrinks	57 pax					[ ]	[ ]	
	<b>Dinner</b> - rice, buttered chicken, sinuglaw, pinakbet, fresh fruits, softdrinks.	57 pax					[ ]	[ ]	
	<b>6.d. Day 2: (June 17, 2016)</b>								
	<b>Complementary Breakfast</b> - rice, paksiw na tuna, tortang talong, banana	52 pax					[ ]	[ ]	
	<b>AM Snacks</b> - spaghetti and canned juice drinks.	57 pax					[ ]	[ ]	
	<b>PM Snacks</b> - moist chocolate cake and iced tea.	57 pax					[ ]	[ ]	
	<b>Lunch</b> - rice, pork caldereta, fried chicken, stir fried vegetables, "Law-oy", black sambo, softdrinks.	57 pax					[ ]	[ ]	
	<b>Dinner</b> - rice, lechon kawali, kare-kare, sotanghon soup, buko pandan, softdrinks.	57 pax					[ ]	[ ]	
	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						[ ]	[ ]	
	page 2 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.

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: <b>June 01, 2016</b>	
Office/End-User: <b>LGCCDD</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.</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 <b>June 10, 2016/9:00 a.m.</b>, 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> |
|---|--|

**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PHP 260,400.00**

**CHARISSA T. GUERTA**  
 BAC 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	
	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						[ ]	[ ]	
	8.l. Adequate Internet Connection						[ ]	[ ]	
	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 1; check out at 12:00 noon day 2.						[ ]	[ ]	
	9.f. Accommodation with complimentary breakfast						[ ]	[ ]	
	(2 single rms for RPs ; triple sharing only for participants w/ complimentary breakfast and 1 extra rm for the secretariat)								
	Day 1 (June 14, 2016 - Batch 1)	52 pax					[ ]	[ ]	
	Day 1 (June 16, 2016 - Batch 2)	52 pax					[ ]	[ ]	
	<b>NOTE: In order to be eligible for this procurement, suppliers /service providers must submit, together with the quotation/proposal the following eligibility requirements</b>								
	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
----------	----------------

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.