

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: June 21, 2016
Office/End-User: LGMED		
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.

<p>TERMS AND CONDITIONS:</p> <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 29, 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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<p>APPROVED BUDGET FOR THE CONTRACT (ABC):</p> <p>PHP 84,500.00</p>	<p>CHARISSA T. GUERTA BAC Chairperson</p>
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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 and Accommodation for the Training on CIMS cum Orientation-Seminar on CSPP-MEAL and LRPIS for Regional, Provincial/HUC CLIP Focal Persons and LSWDOs on July 12-13, 2016.		84,500.00						
	<p>Technical Specifications:</p> <p>1. July 12-13, 2016.</p> <p>2. Within Butuan City</p> <p>3. Accessible to commuting public</p> <p>4. Function Room can accommodate <u>35</u> participants</p> <p>5. Hotel rooms can accommodate <u>3</u> guests</p> <p>6. Meals, snacks and venue:</p> <p>6.a. Day 1: (July 12, 2016)</p> <p>Dinner - rice, chicken macaroni soup, fried chicken, grilled tuna, brownies and softdrinks</p> <p>6.b. Day 2: (July 13, 2016)</p> <p>Complementary Breakfast - (Pinoy style) 23 pax</p> <p>AM Snacks - clubhouse, sandeich and juice 35 pax</p> <p>PM Snacks - hamburger with chips and juice. 35 pax</p> <p>Lunch - rice, native chicken tinola, fish sinugba (tuna), chopsuey and softdrinks 35 pax</p> <p>Dinner - rice, buttered chicken, grilled fish (tangigue), bird's nest, fruit salad and softdrinks 35 pax</p> <p>6.c. Day 3: (July 14, 2016)</p> <p>Complementary Breakfast - (Pinoy style) 23 pax</p> <p style="color: red; font-size: small;">page 1 of 3</p>								

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.						<input type="checkbox"/>	<input type="checkbox"/>	
	6.e. Free flowing coffee with cream and sugar from morning to afternoon						<input type="checkbox"/>	<input type="checkbox"/>	
	6.f. Meals ready at 6:30am/12:00nn/5:30pm						<input type="checkbox"/>	<input type="checkbox"/>	
	7. Parking space						<input type="checkbox"/>	<input type="checkbox"/>	
	8. Functionality:						<input type="checkbox"/>	<input type="checkbox"/>	
	8.a. Conference room						<input type="checkbox"/>	<input type="checkbox"/>	
	8.b. 4 white board markers						<input type="checkbox"/>	<input type="checkbox"/>	
	8.c. Light, ventilation, and full airconditioning						<input type="checkbox"/>	<input type="checkbox"/>	
	8.d. Water supply and toilet						<input type="checkbox"/>	<input type="checkbox"/>	
	8.e. Stand by generator in case of power failure						<input type="checkbox"/>	<input type="checkbox"/>	
	8.f. Fee & Adequate (strong) wifi internet connection						<input type="checkbox"/>	<input type="checkbox"/>	
	8.g. Table and chair arrangement for participants and presidential table						<input type="checkbox"/>	<input type="checkbox"/>	
	8.h. Information/ secretariat table						<input type="checkbox"/>	<input type="checkbox"/>	
	8.i. Philippine flag, Podium, backdrop and welcome streamer (4" X 8") (design c/o procuring entity)						<input type="checkbox"/>	<input type="checkbox"/>	
	8.j. 2 wireless and 3 wired microphones						<input type="checkbox"/>	<input type="checkbox"/>	
	8.k. One projector screen						<input type="checkbox"/>	<input type="checkbox"/>	
	8.l. Adequate Internet Connection						<input type="checkbox"/>	<input type="checkbox"/>	
	9. Room Accommodation						<input type="checkbox"/>	<input type="checkbox"/>	
	9.a. Triple sharing, fully airconditioned with television, T & B with soap, shampoo, and towel						<input type="checkbox"/>	<input type="checkbox"/>	
	9.b. Stable free wifi internet connection						<input type="checkbox"/>	<input type="checkbox"/>	
	9.c. Complimentary room for secretariat						<input type="checkbox"/>	<input type="checkbox"/>	
	9.d. Billeting within the hotel premises						<input type="checkbox"/>	<input type="checkbox"/>	
	page 2 of 3								
Warranty				Price Validity					

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	9.e. Check in at 2:00 pm Day 1; check out at 12:00 noon day 2.						[]	[]	
	9.f. Accommodation with complimentary breakfast (triple sharing room w/ complimentary breakfast and 1 extra room for the secretariat)						[]	[]	
	Day 1 (July 12, 2016)	23 pax					[]	[]	
	Day 2 (July 13, 2016)	23 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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