

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:	January 25, 2016
Office/End-User:	LG CDD		
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:

1. Bidders shall provide correct and accurate information required in this form.

2. Bidders shall quote for all items.

3. Price quotation(s) must be valid for 60 calendar days from date of submission.

4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.

5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.

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.

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).

8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
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.

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.

12. Only sealed quotations submitted on or before February 02, 2016/9:00 a.m., the deadline, shall be opened. Late quotations shall not be accepted.

13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.

APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 70,800.00

CHARISSA T. GUERTA
BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	Approved Budget for the Contract	Price			Offer / Compliance with Technical Specifications (please check)		Remarks
				QTY	Unit Price	Total Price	Yes	No	
1	Catering Services and Accomodation for the Conduct of BUB Capacity Building Program for CSOs of Butuan City on February 11-12, 2016 (Training Program: Seminar Workshop on Participatory Government for Project Mgt.)								
	Technical Specifications:		70,800.00						
	1. February 11-12, 2016.						[]	[]	
	2. Within Butuan City						[]	[]	
	3. Accessible to commuting public						[]	[]	
	4. Function Room can accommodate <u>60</u> participants						[]	[]	
	5. Hotel rooms can accommodate <u>2</u> guests						[]	[]	
	6. Meals, snacks and venue:						[]	[]	
	6.a. Day 1: (Feb. 11, 2016)						[]	[]	
	Breakfast - (hardboiled egg, tokwa & kangkong, spicy fried chicken)	60 pax					[]	[]	
	AM Snacks - (baked spaghetti w/ bread and watermelon juice)	60 pax					[]	[]	
	PM Snacks - (Budbud w/ mango and hot chocolate)	60 pax					[]	[]	
	Lunch - (Tinolang hipon w/ shells, grilled tuna, 4 seasons, rice, buko-mango sago and softdrinks).	60 pax					[]	[]	
	6.b. Day 2: Feb. 12, 2016)								
	Breakfast - (fried boneless bangus and egg)	60 pax					[]	[]	
	AM Snacks - (chocolate cake w/ chips and drinks)	60 pax					[]	[]	
	PM Snacks - (chicken tuna sandwich w/ individual canned juice)	60 pax					[]	[]	
	Lunch - (bird's nest soup, sweet and sour tuna, spareribs, mango float, rice and drinks	60 pax					[]	[]	
	page 1 of 3								

Warranty	Price Validity
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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

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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/ 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 welome 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 3. 9.f. Accommodation with complimentary breakfast (3 pax/room w/ complimentary breakfast and 1 extra room for the secretariat) Day 1 (February 11, 2016) Day 2 (February 12, 2016)	2 pax 2 pax					[] []	[] []	
page 2 of 3									
Warranty				Price Validity					

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							Yes	No	
	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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Printed Name/Signature/Date	
Tel. No./Cellphone No.	