

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>February 26, 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:**

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| <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/><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/> <b>12. NOTE: Due to the urgency of the conduct of the activity, Quotations are expected to be submitted to the Regional Office on MARCH 2, 2016 at 9:30 AM.</b><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> |
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**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PHP 99,000.00**

**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 during the Conduct of People's Dialogue and Barangay BUB Planning Workshop on March 3, 2016.</b>		<b>99,000.00</b>						
	<b>Technical Specifications:</b>  1. March 3, 2016.  2. Meals and snacks <b>2.a. Day 1: (March 3, 2016)</b> AM Snacks - chicken sandwich and juice Lunch - rice, fried chicken, fish fillet, pinakbet and softdrinks ( Food will be served in packs)	550 pax  550 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						[ ] [ ] [ ] [ ] [ ] [ ]		
	3. Valid Business Permit						[ ] [ ]		
	4. Valid PhilGEPS Registration Certificate						[ ] [ ]		

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.