

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>March 21, 2016</b>	
Office/End-User: <b>LGCCD</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. 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 sealed quotations submitted on or before <b>March 29, 2016/9:00 a.m.</b>, the deadline, shall be opened. Late quotations shall not 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 370,000.00**

**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	Catering Services & Accommodation for the BUB Capdev Program for CSOs CY 2015 of Placer, Surigao del Norte on April 6-9, 2016 (Batch 1) and April 12-15, 2016 (2nd Batch) at Surigao City. (Training Program: Project Development and Proposal Writing Seminar)								
	Technical Specifications:		370,000.00						
	1. April 6-9, 2016 for Batch and April 12-15, 2016 for Batch 2						[ ]	[ ]	
	2. Within Surigao City						[ ]	[ ]	
	3. Accessible to commuting public						[ ]	[ ]	
	4. Function Room can accommodate <u>55</u> participants						[ ]	[ ]	
	5. Hotel rooms can accommodate <u>3</u> guests						[ ]	[ ]	
	6. Meals, snacks and venue:						[ ]	[ ]	
	(Batch 1)								
	6.a. Day 1: (April 6, 2016)						[ ]	[ ]	
	Lunch - (bird's nest soup, sweet and sour tuna, spareribs, mango float, rice and softdrinks).	5 pax					[ ]	[ ]	
	Dinner - (squash soup, pinakbet, grilled tuna belly, beef w/ pineapple, rice, buko pandan and	5 pax					[ ]	[ ]	
	6.b. Day 2: (April 7, 2016)								
	Breakfast (egg, beef tapa & dried fish, rice & drinks)	55 pax					[ ]	[ ]	
	AM Snacks - (baked spaghetti w/ bread and juice)	55 pax					[ ]	[ ]	
	PM Snacks - (budbud w/ mango and hot chocolate)	55 pax					[ ]	[ ]	
	Lunch - ( tinolang hipon w/ shells, grilled tuna, 4 seasons, rice, buko pandan and softdrinks)	55 pax					[ ]	[ ]	
	Dinner - (beef steak, tinolang lapu-lapu, adobong kanokono, fresh fruit salad and juice)	55 pax					[ ]	[ ]	

Warranty

Price Validity

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Printed Name/Signature/Date

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**PHP 370,000.00**

**CHARISSA D. GUERTA**  
BAC Chairperson

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				QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)		
							Yes	No	
	6.c. Day 3 : (April 8, 2016)								
	Breakfast - ( fried boneless bangus w/ egg)	55 pax					[ ]	[ ]	
	AM Snacks - (chocolate cake w/ chips and drinks)	55 pax					[ ]	[ ]	
	PM Snacks - (chicken tuna sandwich w/ individual canned juice)	55 pax					[ ]	[ ]	
	Lunch - (bird's nest soup, sweet and sour tuna, spareribs, mango float, rice and drinks)	55 pax					[ ]	[ ]	
	Dinner - squash soup, pinakbet,grilled tuna belly, beef w/ pineapple, buko pandan salad, rice and	55 pax					[ ]	[ ]	
	6.d. Day 4 : (April 9, 2016)								
	Breakfast - (corned beef, egg, dried fish, rice and drinks)	55 pax					[ ]	[ ]	
	AM Snacks - (chocolate cake w/ chips and drinks)	55 pax					[ ]	[ ]	
	PM Snacks - (chicken tuna sandwich w/ individual canned juice)	55 pax					[ ]	[ ]	
	Lunch - (sinigang baboy, spicy fried chicken, spareribs, rice, mango, mango float and softdrinks)	55 pax					[ ]	[ ]	
	Dinner - (squah soup, pinakbet, grilled tuna belly, beef w/ pineapple, rice and softdrinks)	5 pax					[ ]	[ ]	
	(Batch 2)								
	6.e. Day 1 : (April 12, 2016)								
	Lunch - (bird's nest soup, sweet and sour tuna, spareribs, mango float, rice and softdrinks).	5 pax					[ ]	[ ]	
	Dinner - (squash soup, pinakbet, grilled tuna bellv. beef w/ pineaapple, rice, buko pandan and	5 pax					[ ]	[ ]	
</									

Warranty

Price Validity

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	<b>6.f. Day 2 : (April 13, 2016)</b>								
	Breakfast - (fried boneless bangus, egg, rice and drinks)	55 pax					[ ]	[ ]	
	AM Snacks - (baked spaghetti w/ bread and juice)	55 pax					[ ]	[ ]	
	PM Snacks - (budbud w/ mango and hot chocolate)	55 pax					[ ]	[ ]	
	Lunch - ( tinolang hipon w/ shells, grilled tuna, 4 seasons, rice, buko pandan and softdrinks)	55 pax					[ ]	[ ]	
	Dinner - (beef steak, tinolang lapu-lapu, adobong kangkong, fresh fruit salad and juice)	55 pax					[ ]	[ ]	
	<b>6.g. Day 3 (April 14, 2016)</b>								
	Breakfast - ( fried boneless bangus w/ egg)	55 pax					[ ]	[ ]	
	AM Snacks - (chocolate cake w/ chips and drinks)	55 pax					[ ]	[ ]	
	PM Snacks - (chicken tuna sandwich w/ individual canned juice)	55 pax					[ ]	[ ]	
	Lunch - (bird's nest soup, sweet and sour tuna, spareribs, mango float, rice and drinks)	55 pax					[ ]	[ ]	
	Dinner - squash soup, pinakbet,grilled tuna belly, beef w/ pineapple, buko pandan salad, rice and softdrinks)	55 pax					[ ]	[ ]	
	<b>6.h. Day 4 : (April 15, 2016)</b>								
	Breakfast - (corned beef, egg, dried fish, rice and drinks)	55 pax					[ ]	[ ]	
	AM Snacks - (chocolate cake w/ chips and drinks)	55 pax					[ ]	[ ]	
	PM Snacks - (chicken tuna sandwich w/ individual canned juice)	55 pax					[ ]	[ ]	
	Lunch - (sinigang baboy, spicy fried chicken, spareribs, rice, mango, mango float and softdrinks)	55 pax					[ ]	[ ]	
	Dinner - (squah soup, pinakbet, grilled tuna belly, beef w/ pineapple, rice and softdrinks)	5 pax					[ ]	[ ]	

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	6.h. Water dispenser and glass available at the conference hall.						[ ]	[ ]	
	6.i. Free flowing coffee with cream and sugar from morning to afternoon						[ ]	[ ]	
	6.j. Meals ready at 6:30am/12:00nn/6:00pm.						[ ]	[ ]	
	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						[ ]	[ ]	

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	9.e. Check in at 2:00 pm Day 0; check out at 12:00 noon day 7. 9.f. Accommodation (3 pax/room and 1 extra room for the secretariat)						[ ]	[ ]	
	Batch 1								
	April 6, 2016 (max of 3 pax/room)	2 rooms					[ ]	[ ]	
	April 7-8, 2016 (max of 3 pax/room @ 2 days)	19 rooms					[ ]	[ ]	
	April 9, 2016 (max of 3 pax/room)	2 rooms					[ ]	[ ]	
	Batch 2								
	April 12, 2016 (max of 3 pax/room)	2 rooms					[ ]	[ ]	
	April 13-14, 2016 (max of 3 pax/room @ 2 days)	19 rooms					[ ]	[ ]	
	April 15, 2016 (max of 3 pax/room)	2 rooms					[ ]	[ ]	
	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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