

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 14, 2016
Office/End-User:	LGCDD		
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 and check compliance to all requirements.

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 January 22, 2016/9:00 a.m., the deadline, shall be accepted. 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 66,000.00

CHARISSA D. 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 and Accommodation for the conduct of BuB Capacity Building Program for CSOs of Butuan City on January 28-29, 2016 (Training Program: Project Proposal Writing) Technical Specifications: 1. January 28-29, 2016 2. Within Butuan City 3. Accessible to commuting public 4. Function Room can accommodate 70 participants 5. Hotel rooms can accommodate 60 guests 6. Meals, snacks and venue: 6.a. Day 1: BREAKFAST - hardboiled egg, tokwa & kangkong, spicy fried chicken AM Snacks - baked spaghetti w/ bread and watermelon juice LUNCH - Tinolang hipon with shells, grilled tuna, 4 seasons, rice buko-mango sago and softdrinks PM Snacks - Budbud with mango and hot chocolate 6.b. Day 2: BREAKFAST - fried boneless bangus and egg AM Snacks -Empanada and camote tops juice LUNCH - rice, fish tinola, pork adobo, vegetable salad and fruits PM SNACKS - Banana cake and hot choco	60 pax 							

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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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CHARISSA T. GUERTA
BAC Chairperson

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				QTY	Unit Price	Total Price	Yes	No	
	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. Table and chair arrangement for participants and presidential table						[]	[]	
	8.g. Information/ secretariat table						[]	[]	
	8.h. Philippine flag, Podium, backdrop and welome streamer (4" X 8") (design c/o procuring entity)						[]	[]	
	8.i. 2 wireless and 3 wired microphones						[]	[]	
	8.j. One projector screen						[]	[]	
	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						[]	[]	
	3. Valid Business Permit						[]	[]	
	4. Valid PhilGEPS Registration Certificate								
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