

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:	LGCCD	
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:

- Bidders shall provide correct and accurate information required in this form.
- Bidders shall quote for all items and check compliance to all requirements.
- Price quotation(s) must be valid for 60 calendar days from date of submission.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

- 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.
- 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.
- 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.
- 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 140,000.00

CHARISSA T. GUERTA
BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	Approved Budget for the Contract	Price			Compliance with Technical Specifications (please check)		Remarks
				QTY	Unit Price	Total Price	Yes	No	
1	Catering and Accommodation for the conduct of BuB Capacity Building Program for CSOs of Trento, Agusan del Sur on January 27-29, 2016 (Training Program: Entrepreneurship and Business Development Training) Technical Specifications: 1. January 27-29 2016 2. Within Agusan del Sur 3. Accessible to commuting public 4. Function Room can accommodate 60 participants 5. Hotel rooms can accommodate 50 guests 6. Meals, snacks and venue: 6.a. Day 1: BREAKFAST - Black rice, steam vegetables, fried eggs & bulad & fruits AM Snacks - Banana Cake and Turmeric Juice LUNCH - Rice, Native Chicken Tinola, Fish Fillet & Garden Salad PM Snacks - Rice Cake and Juice DINNER - Rice, Beef Bulalo, Pork Adobo, and Vegetable Salad & Fruits Accommodations		140,000.00						
	50 pax						[]	[]	
	50 pax						[]	[]	
	50 pax						[]	[]	
	50 pax						[]	[]	
	50 pax						[]	[]	
	50 pax						[]	[]	

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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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 140,000.00

CHARISSA T. GUERTA
BAC Chairperson

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				Price			Compliance with Technical Specifications (please check)		
				QTY	Unit Price	Total Price	Yes	No	
	6.b. Day 2: BREAKFAST - rice, steam vegetables, fried eggs & bulad & fruits	50 pax					[]	[]	
	AM Snacks -Empanada and camote tops juice	50 pax					[]	[]	
	LUNCH - rice, fish sinigang, pork adobo, vegetable salad and fruits	50 pax					[]	[]	
	PM SNACKS - Banana cake and hot choco	50 pax					[]	[]	
	DINNER - Rice, Chicken Tinola, fried chicken, and Vegetable Salad & Fruits	50 pax					[]	[]	
	Accommodations	50 pax					[]	[]	
	6.c. Day 3: BREAKFAST - Rice, Ampalaya with eggs, fried bangus, fried dried fish and fruits	50 pax					[]	[]	
	AM SNACKS - Baked siopao and turmeric juice with kalamansi	50 pax					[]	[]	
	LUNCH - rice, shrimp sinigang, pork adobo, garden salad and fruits	50 pax					[]	[]	
	PM SNACKS - Banana cake and hot choco	50 pax					[]	[]	
	DINNER - rice, pork sinabaw, fried fish, camote tops & fruits	50 pax					[]	[]	
	Accommodations	50 pax					[]	[]	
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Warranty

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12. Only sealed quotations submitted on or before January 22, 2015/9:00 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 140,000.00	 CHARISSA T. GUERTA BAC Chairperson
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				QTY	Unit Price	Total Price	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						[]	[]	
	OVERALL GRAND TOTAL								
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Warranty	Price Validity
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