

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: July 28, 2016	
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.<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/>                 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/>                 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/>                 8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.</p> | <p>9. 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/>                 10. 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/>                 11. Only quotations submitted on or before <b>August 5, 2016/9:00 a.m.</b>, the deadline, shall be accepted.<br/>                 12. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</p> |
|---|--|

**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PHP 93,000.00**

**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	
	6.g. Water dispenser and glass available at the conference hall.						[ ]	[ ]	
	6.h. Free flowing coffee with cream and sugar from morning to afternoon						[ ]	[ ]	
	6.i. 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						[ ]	[ ]	
	<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>								
	<b>1. Applicable Registration Certificate, any of the following:</b>							[ ]	[ ]
	a) SEC Registration Certificate for Corporations							[ ]	[ ]
	b) DTI Registration Certificate for Sole Proprietorship							[ ]	[ ]
	c) Cooperative Development Authority Registration Certificate for Cooperatives							[ ]	[ ]
	<b>2. Valid Business Permit</b>							[ ]	[ ]
	<b>3. Valid PhilGEPS Registration Certificate</b>							[ ]	[ ]

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.	

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>LGCDD</b>	Date: <b>July 28, 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:**

- |   |  |
|---|--|
| <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. <b>Bidders shall quote for all items.</b></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>9. 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>10. 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>11. Only quotations submitted on or before <b>August 5, 2016/9:00 a.m.</b>, the deadline, shall be accepted.</p> <p>12. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</p> |
|---|--|

**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PHP 93,000.00**

**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	<b>Catering Services &amp; Accommodation for the BUB Capdev Program for CSOs CY 2015 of San Jose, PDI on August 11-12, 2016 at San Jose, PDI (Training Program: Financial Mgt. &amp; Annual IMP. Planning)</b>		<b>93,000.00</b>				[ ]	[ ]	
	<b>Technical Specifications:</b>						[ ]	[ ]	
	1. August 11-12, 2016						[ ]	[ ]	
	2. Within San Jose, PDI						[ ]	[ ]	
	3. Accessible to commuting public						[ ]	[ ]	
	4. Function Room can accommodate <u>60</u> participants						[ ]	[ ]	
	5. Meals & snacks:						[ ]	[ ]	
	<b>5.a. Day 1: (August 11, 2016)</b>						[ ]	[ ]	
	Breakfast - (rice, steam vegetables, fried eggs, bulad, fruits)	60 pax					[ ]	[ ]	
	AM Snacks (banana cake and turmeric juice)	60 pax					[ ]	[ ]	
	PM Snacks - (rice cake and juice)	60 pax					[ ]	[ ]	
	Lunch - ( rice, native chicken tinola, fish fillet & garden salad)	60 pax					[ ]	[ ]	
	Dinner - (rice, beef bulalo, pork adobo, vegetable salad, fruits)	60 pax					[ ]	[ ]	
	<b>6.b. Day 2: (August 12, 2016)</b>						[ ]	[ ]	
	Breakfast - (rice, ampalaya w/ eggs, fried bangus, fried dried fish and fruits)	60 pax					[ ]	[ ]	
	AM Snacks - (empanada and camote tops juice)	60 pax					[ ]	[ ]	
	PM Snacks - (banana cake and hot choco)	60 pax					[ ]	[ ]	
	Lunch - (rice, fish sinigang, pork adobo, vegetable salad and fruits)	60 pax					[ ]	[ ]	
	Dinner - (rice, chicken tinola, fried chicken, vegetable salad, fruits)	60 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.	