

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-	
Office/End-User: LGMED	Date: August 10, 2016	
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.
 2. Bidders shall quote for all items.
 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.</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.
 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 quotations submitted on or before August 18, 2016/9:00 a.m., the deadline, shall 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.</p> |
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APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 180,200.00

CHARISSA T. GUERTA
 BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	Approved Budget for the Contract	Offer			Compliance with Technical Specifications (please check)		Remarks
				Price			Yes	No	
				QTY	Unit Price	Total Price			
1	Catering Services & Accommodation for the Conduct of Orientation-Workshop on Regulatory Simplification for Local Governments (RS4LG) on August 22-23, 2016.								
	Technical Specifications: 1. August 22-23, 2016. 2. Within <u>Butuan City</u> 3. Accessible to commuting public 4. Function Room can accommodate 51 participants 5. Rooms can accommodate 3 guests 6. Meals, snacks and venue:		180,200.00				[] [] [] [] [] [] [] [] [] [] [] []		
	6.a. Day 0: (August 21, 2016) Dinner - rice, grilled fish, beef ampalaya, tinolang manok, fruits, softdrinks 6.b. Day 1: August 22, 2016) Breakfast - rice, daing na bangus, scrambled egg, hot chocolate/coffee AM Snacks - beef burger w/ fries, canned juice PM Snacks - carbonara w/ garlic bread, juice Lunch - rice, chopsuey, spicy pork/beef ribs, lechon kawali, mushroom soup, softdrinks Dinner - rice, tinolang isda, kare kareng gulay, garlic chicken, softdrinks	20 pax 31 pax 51 pax 51 pax 51 pax 51 pax					[] [] [] [] [] [] [] [] [] [] [] []		
	6.c. Day 2 : (August 23, 2016) Breakfast -rice, chicken longganisa, hard boiled egg, tortang talong, fruits, hot chocolate/coffee AM Snacks -chocolate cake, juice PM Snacks - bihon w/ garlic bread, juice Lunch - rice, pinakbit, sinuglaw, lumpia, clear soup, softdrinks Dinner - rice, sweet and sour fish, adobong kangkong, chicken lollipops, softdrinks	13 pax 51 pax 51 pax 51 pax 51 pax					[] [] [] [] [] [] [] [] [] []		

Warranty	Price Validity
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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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	6.d. Day 3 : (August 24, 2016)								
	Breakfast -rice, hard boiled egg, fried fish, fruits, hot chocolate/ coffee	13 pax					[]	[]	
	AM Snacks -suman w/ mango, hot choco	51 pax					[]	[]	
	PM Snacks - mamon, juice	51 pax					[]	[]	
	Lunch - rice, four seasons, grilled fish, tinolang manok, fruits, softdrinks	51 pax					[]	[]	
	Dinner - rice, vegetable casserole, paksiw isda, pork chop, clear soup, fruits, softdrinks	11 pax					[]	[]	
	6.e. Water dispenser and glass available at the conference hall.						[]	[]	
	6.f. Free flowing coffee with cream and sugar						[]	[]	
	6.g. Meals ready at 6:30am/12:00nn/6:00pm.						[]	[]	
	7. Functionality:								
	7.a. Conference room						[]	[]	
	7.b. 4 white board markers						[]	[]	
	7.c. Light, ventilation,						[]	[]	
	7.d. Water supply and toilet						[]	[]	
	7.e. Stand by generator in case of power failure						[]	[]	
	7.f. Table and chair arrangement for participants						[]	[]	
	7.g. Information/ secretariat table						[]	[]	
	7.h. Philippine flag, Podium, backdrop and welcome streamer (4" X 8") (design c/o procuring entity)						[]	[]	
	7.i. 2 Availability of sound system						[]	[]	
	7.j. One projector screen						[]	[]	
	8. Room Accommodation								
	8.a. Billeting within the hotel premises								
	8.b. Check in at 2:00 pm Day0; check out at 12:00 noon day 4. (3pax in a room w/ complimentary breakfast and 1 extra rm for the secretariat)								
	Day 0 (August 21, 2016)	20 pax					[]	[]	
	Day 1 (August 22, 2016)	38 pax					[]	[]	
	Day 2 (August 23, 2016)	38 pax					[]	[]	
	Day 3 (August 24, 2016)	11 pax					[]	[]	
	page 2 of 3								
Warranty				Price Validity					

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	<p>NOTE: In order to be eligible for this procurement, suppliers /service providers must submit, together with the quotation/proposal the following eligibility requirements</p> <p>1. Applicable Registration Certificate, any of the following:</p> <p style="margin-left: 20px;">a) SEC Registration Certificate for Corporations</p> <p style="margin-left: 20px;">b) DTI Registration Certificate for Sole Proprietorship</p> <p style="margin-left: 20px;">c) Cooperative Development Authority Registration Certificate for Cooperatives</p> <p>2. Valid Business Permit</p> <p>3. Valid PhilGEPS Registration Certificate</p>								

Warranty	Price Validity
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