

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: November 07, 2016 |
| Office/End-User: | LGMED | |
| 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>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 November 15, 2016/9:00 a.m., 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> |
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APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 433,300.00

CHARISSA T. GUERTA
BAC Chairperson

| Item No. | ITEM DESCRIPTION | QTY | Approved Budget for the Contract | Price | | | Offer | | Remarks |
|----------|--|---------|----------------------------------|-------|------------|-------------|---|--------------------------|---------|
| | | | | QTY | Unit Price | Total Price | Compliance with Technical Specifications (please check) | | |
| | | | | | | | Yes | No | |
| 1 | Catering Services and Accommodation for the Regional Orientation cum LGU-Business Encounter on Public-Private Partnership for the People Initiative for Local Governments (LGU P4) on November 28-29, 2016 | | | | | | | | |
| | Technical Specifications: | | 433,300.00 | | | | | | |
| | 1. November 28-29, 2016. | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 2. Within Butuan City | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 3. Accessible to commuting public | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 4. Function Room can accommodate <u>223</u> participants | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 5. Hotel rooms can accommodate <u>3-4</u> guests | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 6. Meals, snacks and venue: | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 6.a. Day 1: (November 28, 2016) | | | | | | | | |
| | Lunch - rice, mushroom soup, lechon kawali, sinuglaw, sago pearl with mango, softdrinks) | 40 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | PM Snacks - suman with ripe mango and hot choco drink | 136 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Dinner - rice, chicken tinola, grilled fish, steamed veggies with sauted shrimp-paste sauce, assorted fruits, softdrinks | 136 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 6.b. Day 2 (November 29, 2016) | 136 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Breakfast for live out pax - garlic rice, longganisa, scrambled/egg omelette, coffee | 87 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | AM Snacks - chocolate moist cake and kalamansi juice | 223 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Lunch - rice, mushroom soup, buttered garlic chicken, veggie kare-kare, assorted fruits, softdrinks | 223 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | can | 223 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Dinner - rice, fish tinola, sweet and sour fish, four seasons, leche flan, softdrinks | 136 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

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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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| | Date: November 07, 2016 |
| Office/End-User: LGMED | |
| Company Name | |
| Address | |
| Business Permit No. | |
| TIN No. | |
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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.

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CHARISSA T. GUERTA
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|----------|--|-----|----------------------------------|-------|------------|-------------|---|--------------------------|---------|
| | | | | QTY | Unit Price | Total Price | Offer | | |
| | | | | | | | Yes | No | |
| | 6.c. Water dispenser and glass available at the conference hall. | | | | | | | | |
| | 6.d. Free flowing coffee with cream and sugar from morning to afternoon | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 6.e. Meals ready at 6:30am/12:00nn/5:30pm | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 7. Parking space | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8. Functionality: | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.a. Conference room must have at least 3 breakaway room area separator, shall be provided starting afternoon of day 1 (Nov. 28, 2016) | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.b. 4 white board markers | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.c. Light, ventilation, and full airconditioning | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.d. Water supply and toilet | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.e. Stand by generator in case of power failure | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.f. Fee & Adequate (strong) wifi internet connection | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
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| | | | | QTY | Unit Price | Total Price | Yes | No | |
| | | | | | | | | | |
| | 8.g. Table and chair arrangement for participants and presidential table | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.h. Information/ secretariat table | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.i. Philippine flag, Podium, backdrop and welcome streamer (4" X 8") (design c/o procuring entity) | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.j. 2 wireless and 3 wired microphones | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.k. One projector screen | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 8.l. Adequate Internet Connection | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 9. Room Accommodation | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 9.a. Triple sharing, fully airconditioned with television, T & B with soap, shampoo, and towel | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 9.b. Stable free wifi internet connection | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 9.c. Complimentary room for secretariat | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 9.d. Billeting within the hotel premises | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 9.e. Check in at 2:00 pm on Day 1 (Nov 28); check out at 12:00 noon on Day 3 (Nov. 30). | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 9.f. Accommodation with <u>complimentary breakfast</u> | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | (triple sharing room w/ complimentary breakfast and 1 extra room for the secretariat) | | | | | | | | |
| | Day 1 (Nov. 28, 2016) | 136 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Day 2 (Nov. 29, 2016) | 136 pax | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

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