

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (Caraga Region) Butuan City

Name of Procuring Entity:	DILG	RFQ No. : 2017-	
		Date: January 19, 2017	
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:

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| <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 January 23, 2017/9:00 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 445,000.00

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 Provincial Preparedness and Partnership Dialogue on Operation LISTO.								
	Technical Specifications:		445,000.00						
	1. Batch 1: Feb. 7, 2017; Batch 2: Feb. 8-10, 2017; Batch 3: Feb. 16-18, 2017; Batch 4: Feb 20-22, 2017; Batch 5: Feb 23-25, 2017						[]	[]	
	2. Within Butuan City						[]	[]	
	3. Accessible to commuting public						[]	[]	
	4. Function Room can accommodate <u>110</u> participants						[]	[]	
	5. Hotel rooms can accommodate <u>3-4</u> guests						[]	[]	
	6. Meals, snacks and venue:						[]	[]	
	6.a. Batch 1 (February 1, 2017)								
	Day 1 (February 1, 2017)						[]	[]	
	A.M. Snacks - (Clubhouse Sandwich with Fries, Lemongrass Juice)	101 pax					[]	[]	
	Lunch - (Rice, Grilled Fish, Pinakbet, Tinolang Manok (Soup only), Kinilaw, Leche Flan, Softdrinks)	101 pax					[]	[]	
	P.M. Snacks (Ube Roll, Lemonade)	101 pax					[]	[]	
	6.b. Batch 2 (February 8-10, 2017)						[]	[]	
	Day 0 (February 8, 2017)						[]	[]	
	Dinner - (Rice, Tinolang Isda, Chicken Lollipops, Sotanghon, Fruits, Softdrinks)	20 pax					[]	[]	
	Day 1 (February 9, 2017)						[]	[]	
	Complementary Breakfast - (Rice, Fried Bangus, Scrambled Egg, Banana, Hot Coffee/Chocolate)	20 pax					[]	[]	
	A.M. Snacks -(Carrot Cake, Lemongrass Juice)	87 pax					[]	[]	

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page 1 of 7

Warranty

Price Validity

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	Lunch - (Rice, Lumpia, Beef Ampalaya, Tinolang Manok (Soup only), Sinuglaw, Leche Flan, Softdrinks)	87 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	PM Snacks - (Suman with Mango Hot Choco)	87 pax							
	Dinner - (Rice, Breaded Pork Chop, Tinolang Isda, Guso Salad, Banana, Fruits, Softdrinks)	50 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	Day 2 (February 10, 2016)						<input type="checkbox"/>	<input type="checkbox"/>	
	Complementary Breakfast - (Rice, Fried Danggit, Hard Boiled, Tortang Talong Banana, Hot Coffee/Chocolate)	20 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	6.c. Batch 3 (February 16-18, 2017)								
	Day 0 (February 16, 2017)						<input type="checkbox"/>	<input type="checkbox"/>	
	Dinner- (Rice, Garlic Chicken, Vegetable Casserole, Sotanghon, Clear Soup, Fruits, Softdrinks)	35 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	Day 1 (February 17, 2017)								
	Complementary Breakfast - (Rice, Fried Fish, Scrambled Egg, Banana, Hot Coffee/Chocolate)	35 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	A.M. Snacks - (Burger with Fries, Lemongrass	107 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	Lunch - (Rice, Lechon Kawali, Pinakbet, Tinolang Manok (Soup only), Grilled Fish, Leche Flan, Softdrinks)	107 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	P.M. Snacks - (Carbonara, Lemonade)	107 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	Dinner - (Rice, Kare Kare, Tinolang Isda, Guso Salad, Banana, Fruits, Softdrinks)	80 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	Day 2 (February 18, 2017)						<input type="checkbox"/>	<input type="checkbox"/>	
	Complementary Breakfast - (Rice, Fried Danggit, Hard Boiled, Tortang Talong Banana, Hot Coffee/Chocolate)	35 pax					<input type="checkbox"/>	<input type="checkbox"/>	
page 2 of 7									
Warranty				Price Validity					

page 2 of 7

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	6.d.Batch 4 (February 20-22, 2017)								
	Day 0 (February 20, 2017)						[]	[]	
	Dinner- (Rice, Garlic Chicken, Vegetable Casserole, Sotanghon, Clear Soup, Fruits, Softdrinks)	35 pax					[]	[]	
	Day 1 (February 21, 2017)						[]	[]	
	Complementary Breakfast - (Rice, Fried Fish, Scrambled Egg, Banana, Hot Coffee/ Chocolate)	35 pax					[]	[]	
	AM Snacks - (Burger with fries, Lemongrass Juice)	106 pax							
	Lunch - (Rice, Lechon Kawali, Pinakbet, Tinolang Manok (Soup only), Grilled Fish, Leche Flan, Softdrinks)	106 pax					[]	[]	
	PM Snacks - (Carbonara, Lemonade)	106 pax					[]	[]	
	Dinner - (Rice, Kare-kare, Tinolang Isda, Guso Salad, Banana, Fruits, Softdrinks)	80 pax							
	Day 2 (February 22, 2017)						[]	[]	
	Complementary Breakfast - (Rice, Fried Danggit, Hard Boiled Egg, Tortang Talong, Banana,Hot Coffee/ Chocolate)						[]	[]	
page 3 of 7									
Warranty				Price Validity					

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	6.e. Batch 5 (February 23-25, 2017)								
	Day 0 (February 23, 2017)						[]	[]	
	Dinner- (Rice, Garlic Chicken, Vegetable Casserole, Sotanghon, Clear Soup, Fruits, Softdrinks)	40 pax					[]	[]	
	Day 1 (February 24, 2017)						[]	[]	
	Complementary Breakfast - (Rice, Fried Fish, Scrambled Egg, Banana, Hot Coffee/ Chocolate)	40 pax					[]	[]	
	AM Snacks - (Burger with fries, Lemongrass Juice)	59 pax							
	Lunch - (Rice, Lechon Kawali, Pinakbet, Tinolang Manok (Soup only), Grilled Fish, Leche Flan, Softdrinks)	59 pax					[]	[]	
	PM Snacks - (Carbonara, Lemonade)	56 pax					[]	[]	
	Dinner - (Rice, Kare-kare, Tinolang Isda, Guso Salad, Banana, Fruits, Softdrinks)	40 pax							
	Day 2 (February 25, 2017)						[]	[]	
	Complementary Breakfast - (Rice, Fried Danggit, Hard Boiled Egg, Tortang Talong, Banana, Hot Coffee/ Chocolate)	40 pax					[]	[]	
<div style="text-align: right;">page 4 of 7</div> <div style="text-align: center;">Price Validity</div>									

page 4 of 7

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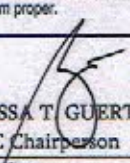
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	6.c. Water dispenser and glass available at the conference hall.								
	6.d. Free flowing coffee with cream and sugar from morning to afternoon						[]	[]	
	6.e. Meals ready at 6:30am/12:00nn/5:30pm						[]	[]	
	7. Parking space						[]	[]	
	8. Functionality:						[]	[]	
	8.a. Conference room must have at least 3 breakaway room area separator; shall be provided starting day 1 (Feb.7, 9, 17, 21, 24, 2016)						[]	[]	
	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. Fee & Adequate (strong) wifi internet connection						[]	[]	
	page 5 of 7								
Warranty				Price Validity					

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	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 6") (design c/o procuring entity) 8.j. 2 wireless and 3 wired microphones 8.k. Three projector screens 8.l. Adequate Internet Connection 9. Room Accommodation 9.a. Triple sharing, fully airconditioned with television, T & B with soap, shampoo, and towel 9.b. Stable free wifi internet connection 9.c. Complimentary room for secretariat 9.d. Billeting within the hotel premises 9.e. Check in at 2:00 pm on Day 1; check out at 12:00 noon on Day 2. <u>breakfast</u> (triple sharing room w/ complimentary breakfast and 1 extra room for the secretariat) Batch 2 Day 0 (Feb. 8, 2017) 20 pax Day 1 (Feb. 9, 2017) 20 pax Batch 3 Day 0 (Feb. 16, 2017) 35 pax Day 1 (Feb. 17, 2017) 35 pax Batch 4 Day 0 (Feb. 20, 2017) 35 pax Day 1 (Feb. 21, 2017) 35 pax Batch 5 Day 0 (Feb. 23, 2017) 40 pax Day 1 (Feb. 24, 2017) 40 pax								
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	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								
page 7 of 7									
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