

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-
Office/End-User: LGCCD	Date: July 10, 2017
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.

<p>TERMS AND CONDITIONS:</p> <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 July 14, 2017/9:00 a.m., the deadline, 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.</p>
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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 119,200.00	CHARISSA T. GUERTA BAC Chairperson
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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	
1	Meals and Accommodation for Technical Writeshop of Best Practices on Local Governance Innovative Solutions on July 19, 2017								
	Technical Specifications:								
	1. The activity shall be conducted on July 19, 2017 in Butuan City.						[]	[]	
	2. The supplier must be from Butuan City .						[]	[]	
	3. The supplier shall provide meals and snacks as follows: 19-Jul-17						[]	[]	
	AM Snacks: Burger with TLC, Pineapple Juice	100					[]	[]	
	Lunch: Rice, Bulalo, Grilled Tuna, Buttered Chicken, Pakbet w/o Bagoong, Softdrinks and Fruits	100					[]	[]	
	PM Snacks: Lasagna, Ice Tea	100					[]	[]	
	Dinner: Kinilaw - Blue Marlin, Garlic Chicken, Chopsuey, Pork Sinigang, Rice, Softdrinks, and Fruits	20					[]	[]	
	4. The supplier must provide accommodation and conference hall must be in the same hotel.								
	4.a. July 18, 2017: Room accommodation, twin/triple-sharing, with complimentary breakfast	70					[]	[]	
	4.b. July 19, 2017: Room accommodation, twin/triple-sharing, with complimentary breakfast	9							
	4.c. Check in at 2:00pm of July 18, 2017; check out at 12:00 noon July 19, 2017 (61 pax) and July 20, 2017 (9 pax)						[]	[]	

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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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				QTY	Unit Price	Total Price	Yes	No	
	5. Water dispenser and glass available at the conference hall.						[]	[]	
	6. Free flowing coffee with cream and sugar from morning to afternoon						[]	[]	
	7. Meals ready at 6:00am/12:00nn/5:30pm; Snacks at 10:00am/3:00pm.						[]	[]	
	8. Conference room must be good for 100 pax						[]	[]	
	8.b. 4 white board markers/whiteboard						[]	[]	
	8.c. Sufficient Light, ventilation,						[]	[]	
	8.d. Water supply and toilet						[]	[]	
	8.e. Stand by generator in case of power failure						[]	[]	
	8.f. Table and chair arrangement for participants and presidential table						[]	[]	
	8.g. Information/ secretariat table						[]	[]	
	8.h. Philippine flag, Podium, backdrop and welcome streamer (4" X 8") (design c/o procuring entity)						[]	[]	
	8.i. 2 Availability of sound system						[]	[]	
	8.j. One projector screen						[]	[]	
	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								
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