

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: AUGUST 23, 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:

- | | |
|---|---|
| <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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 29, 2017/9:00 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. |
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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 69,000.00	(sgd) 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 the Training Team and Participants during the Conduct of Roll-Out of Listong Pamayanan for the Municipality of San Luis, Agusan del Sur on September 12-14, 2017. Technical Specifications: 1. SEPTEMBER 12-14, 2017. 2. Within Agusan del Sur 3. Accessible to commuting public 4. Function Room can accommodate 60 participants 5. Hotel rooms can accommodate 3 guests 6. Meals, snacks and venue: 6.a. Day 0 (September 12, 2017) Dinner - rice, pork sinigang, fried chicken, talong salad, Sotanghon, fruits, softdrinks. 6.b. Day 1 (September 13, 2017) Breakfast - rice, fried bangus, scrambled egg, banana, hot coffee/chocolate. AM Snacks - chicken sandwich, canned juice. Lunch - rice, grilled fish, pinakbet, tinolang manok, buko pandan salad, softdrinks. PM Snacks - spaghetti w/ bread, iced tea Dinner - rice, pork sinigang, eggplant salad, chicken barbeque, mix fruits, softdrinks. 6.c. Day 2: (September 14, 2017) Breakfast - rice, fried danggit, sunny side-up, longganisa, banana, hot coffee/chocolate. AM Snacks - cassava pie, pineapple juice. Lunch - rice, vegetable salad, mushroom soup, beef steak, chicken kare, mix fruits, softdrinks PM Snacks - cheese burger, iced tea Dinner - rice, grilled pork, sotanghon soup, sweet an sour fish fillet, mix fruits, softdrinks. page 1 of 3		69,000.00						

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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	6.d. Day 3: (September 15, 2017) Breakfast - rice, fried danggit, boiled egg, tocino, watermelon, hot coffee/chocolate. 6.e. Water dispenser and glass available at the conference hall. 6.f. Free flowing coffee with cream and sugar from morning to afternoon 6.g. Meals ready at 6:30am/12:00nn/5:30pm 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. Free & Adequate (strong) 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 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 page 2 of 3	10 pax				[]	[]		

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	9.f. Accommodation (triple sharing room and 1 extra room for the secretariat)						<input type="checkbox"/>	<input type="checkbox"/>	
	Day 0 (September 12, 2017)	8 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	Day 1 (September 13, 2017)	8 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	Day 2 (September 14, 2017)	8 pax					<input type="checkbox"/>	<input type="checkbox"/>	
	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:						<input type="checkbox"/>	<input type="checkbox"/>	
	a) SEC Registration Certificate for Corporations						<input type="checkbox"/>	<input type="checkbox"/>	
	b) DTI Registration Certificate for Sole Proprietorship						<input type="checkbox"/>	<input type="checkbox"/>	
	c) Cooperative Development Authority Registration Certificate for Cooperatives						<input type="checkbox"/>	<input type="checkbox"/>	
	2. Valid Business Permit						<input type="checkbox"/>	<input type="checkbox"/>	
	3. Valid PhilGEPS Registration Certificate						<input type="checkbox"/>	<input type="checkbox"/>	

page 3 of 3

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