

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Region XIII (Caraga Region) Butuan City

|                           |       |           |                 |
|---------------------------|-------|-----------|-----------------|
| Name of Procuring Entity: | DILG  | RFQ No. : | 2018 - 039      |
|                           |       | Date:     | August 20, 2018 |
| 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.

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2. Bidders shall quote for ALL items.

3. Price quotation(s) must be valid for 60 calendar days from date of submission.

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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.

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 24, 2018 / 12:00 p.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.

|  |   |   |
|--|---|---|
| APPROVED BUDGET FOR THE CONTRACT (ABC) | Prepared by                                   | Approved by                                 |
| PHP 516,600.00                         | IMI LOUDA B. ESPINA<br>BAC Secretariat Member | RAY GREGORY F. JARANILLA<br>BAC Chairperson |

| Item No. | ITEM DESCRIPTION   | QTY | ABC Per Item | Offer |            |             | Compliance with Technical Specifications (please check) |     | Remarks |
|----------|--|-----|--------------|-------|------------|-------------|---|-----|---------|
|          |  |     |              | Price |            |             | Yes   | No  |         |
|          |  |     |              | QTY   | Unit Price | Total Price |   |     |         |
| 1        | Meals and Accommodation for DILG-PMO-CFCR, Consultative Committee Commissioners, and DILG (CD, PDs, and Oms) for DILG Regional Federalism Road Show on September 5 - 8, 2018 |     |              |       |            |             |   |     |         |
|          | Technical Specifications:  |     |              |       |            |             |   |     |         |
|          | 1. September 5 - 8, 2018   |     |              |       |            |             | [ ]   | [ ] |         |
|          | 2. Venue:  |     |              |       |            |             |   |     |         |
|          | 2.a Within Butuan City   |     |              |       |            |             | [ ]   | [ ] |         |
|          | 2.b Accessible to commuting public   |     |              |       |            |             | [ ]   | [ ] |         |
|          | 2.c Function Room can accommodate 185 participants   |     |              |       |            |             | [ ]   | [ ] |         |
|          | 2.d Hotel rooms can accommodate 4 guests   |     |              |       |            |             | [ ]   | [ ] |         |
|          | 2.e Function Hall, Accommodation, and Parking Space located in the same compound   |     |              |       |            |             | [ ]   | [ ] |         |
|          | 2.f Dedicated parking spaces enough to accommodate expected participants   |     |              |       |            |             | [ ]   | [ ] |         |
|          | 3. Amenable to adjustments of FOOD and ACCOMMODATION when actual number of participant turnout is less than expected; Up to 20% of total number of participants in quotation |     |              |       |            |             | [ ]   | [ ] |         |
|          | 4. Meals and Snack:  |     |              |       |            |             |   |     |         |
|          | 4.a DAY 0 (September 5, 2018)  |     |              |       |            |             |   |     |         |
|          | LUNCH - Rice, Nilagang Baka, Grilled Tuna Belly, Buttered Vegetables, Buko Pandan, and Softdrinks  | 67  | PHP 300.00   |       |            |             | [ ]   | [ ] |         |
|          | PM SNACKS - 2-pc Beef or Chicken Empanada, with Fresh Calamansi Juice  | 67  | PHP 100.00   |       |            |             | [ ]   | [ ] |         |
|          | DINNER - Rice, Chicken Sotanghon Soup, Steamed Veggies (String Beans, Eggplant, Kangkong) with Bangoong Dip, Fried Fish (Not Dory), Fresh Fruits, and Softdrinks             | 67  | PHP 300.00   |       |            |             | [ ]   | [ ] |         |
|          | page 1 of 4  |     |              |       |            |             |   |     |         |

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Warranty

Price Validity

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| APPROVED BUDGET FOR THE CONTRACT (ABC) | Prepared by                                   | Approved by                                 |
| PHP 516,600.00                         | IMI LOUDA B. ESRINA<br>BAC Secretariat Member | RAY GREGORY F. JARANILLA<br>BAC Chairperson |

| Item No. | ITEM DESCRIPTION  | QTY  | ABC Per Item  | Offer |            |             | Compliance with Technical Specifications (please check) |     | Remarks |
|----------|---|------|---------------|-------|------------|-------------|---|-----|---------|
|          |   |      |               | Price |            |             | Yes   | No  |         |
|          |   |      |               | QTY   | Unit Price | Total Price |   |     |         |
|          | <b>4.b DAY 1 (September 6, 2018)</b>  |      |               |       |            |             |   |     |         |
|          | <b>BREAKFAST</b> - Rice, Chicken Tocino, Mushroom and Cheese omellette and Juice  | 31   | COMPLIMENTARY |       |            |             | [ ]   | [ ] |         |
|          | <b>BREAKFAST</b> - Rice, Chicken Tocino, Mushroom and Cheese omellette and Juice  | 38   | PHP 150.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>AM SNACKS</b> - Burger (BEEF) with Cheese, Chips, and Juice  | 102  | PHP 100.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>LUNCH</b> - Rice, Shrimp Sinigang, Beef Steak, Grilled Boneless Bangus, No-pork Chopsuey, Maja Blanca, and Softdrinks                          | 102  | PHP 300.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>PM SNACKS</b> - Palagsing, Palitao, and Sikwate  | 102  | PHP 100.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>DINNER</b> - Rice, Ginataang Bamboo Shoots with Shrimps, Beef Kare-Kare, Fried Chicken, Buko Pandan, and Softdrinks                            | 102  | PHP 300.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>4.c DAY 2 (September 7, 2018)</b>  |      |               |       |            |             |   |     |         |
|          | <b>BREAKFAST</b> - Rice, Chicken Tocino, Mushroom and Cheese omellette and Juice  | 31   | COMPLIMENTARY |       |            |             | [ ]   | [ ] |         |
|          | <b>BREAKFAST</b> - Rice, Chicken Tocino, Mushroom and Cheese omellette and Juice  | 33   | PHP 150.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>AM SNACKS</b> - Egg Pie, with Bottled Iced Tea   | 185  | PHP 100.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>LUNCH</b> - Rice, Nido with Quail Eggs Soup, Fried Vegetable Lumpia (Chicken/Beef), Chicken Adobo, Kinilaw (Malasugi), Fruits, with Softdrinks | 185  | PHP 300.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>PM SNACKS</b> -Bottled water, bibingka, and tuna sandwich (To be served at Agusan del Norte Prov'l. Capitol, Covered Court.)                   | 2000 | PHP 75.00     |       |            |             | [ ]   | [ ] |         |
|          | <b>DINNER</b> - Rice, Sinigang na Hipon, Grilled Chicken, Ensaladang Talong, Beef Salpicao, Sweet Fruit Salad, with Softdrinks                    | 185  | PHP 300.00    |       |            |             | [ ]   | [ ] |         |
|          | page 2 of 4   |      |               |       |            |             |   |     |         |

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|----------|---|-----|---------------|-------|------------|-------------|---|-----|---------|
|          |   |     |               | Price |            | Total Price | Yes   | No  |         |
|          |   |     |               | QTY   | Unit Price |             |   |     |         |
|          | <b>4.d DAY 3 (September 8, 2018)</b><br><b>BREAKFAST</b> - Rice, Dried Danggit, Scrambled Eggs, Itlog Maalat and Tomato Salad, and Juice                                      | 31  | COMPLIMENTARY |       |            |             | [ ]   | [ ] |         |
|          | <b>BREAKFAST</b> - Rice, Dried Danggit, Scrambled Eggs, Itlog Maalat and Tomato Salad, and Juice  | 33  | PHP 150.00    |       |            |             | [ ]   | [ ] |         |
|          | <b>4.e NO PORK ingrdient or derivative</b><br>4.e Water dispenser and glasses, <b>Free-flowing coffee (with creamer and sugar), and Tea</b> available at the conference hall. |     |               |       |            |             | [ ]   | [ ] |         |
|          | 4.f Meals ready at 9:30am / 11:45am / 5:30pm  |     |               |       |            |             | [ ]   | [ ] |         |
|          | <b>4.g Avoid using PLASTIC drinking straws</b>  |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5. Functionality:   |     |               |       |            |             |   |     |         |
|          | 5.a Conference room   |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.b Four (4) whiteboard markers   |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.c Light, ventilation, and full airconditioning  |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.d Water supply and toilet   |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.e Standby generator in case of power failure  |     |               |       |            |             | [ ]   | [ ] |         |
|          | <b>5.f Free &amp; Strong WIFI internet connection</b>   |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.g Table and chair arrangement for participants and Presidential Table   |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.h Information / Secretariat Table(/s)   |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.i Philippine flag, Podium, Backdrop and Welcome Streamer (4" X 8") (design c/o procuring entity)  |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.k One (1) Projector Screen  |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.l Extension Wires to accomodate laptops and others  |     |               |       |            |             | [ ]   | [ ] |         |
|          | 5.m Two (2) wireless and two (2) Wired Microphones  |     |               |       |            |             | [ ]   | [ ] |         |

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|----------|---|-----|--------------|-------------|------------|-------------|---|-----|---------|
|          |   |     |              | Price       |            |             | Yes   | No  |         |
|          |   |     |              | QTY         | Unit Price | Total Price |   |     |         |
|          | 6. Room Accommodation:  |     |              |             |            |             |   |     |         |
|          | 6.a <b>Quadruple sharing</b> , fully airconditioned with television, T&B with soap, shampoo, and towel  |     |              |             |            |             | [ ]   | [ ] |         |
|          | 6.b <b>One (1) extra room for Secretariat with complimentary breakfast</b>  |     |              |             |            |             | [ ]   | [ ] |         |
|          | 6.c Billeting within the hotel premises   |     |              |             |            |             | [ ]   | [ ] |         |
|          | 6.d Check-in and Check-out Time:  |     |              |             |            |             |   |     |         |
|          | Check-in at 2:00pm ( <b>Day 0, September 5</b> )  | 31  |              |             |            |             | [ ]   | [ ] |         |
|          | Check-out at 12:00pm ( <b>Day 3, September 8</b> )  | 31  |              |             |            |             | [ ]   | [ ] |         |
|          | 7.e Accommodation:  |     |              |             |            |             |   |     |         |
|          | Day 0 ( <b>September 5</b> ) with complimentary breakfast   | 31  | PHP 1,000.00 |             |            |             | [ ]   | [ ] |         |
|          | Day 1 ( <b>September 6</b> ) with complimentary breakfast   | 31  | PHP 1,000.00 |             |            |             |   |     |         |
|          | Day 2 ( <b>September 7</b> ) with complimentary breakfast   | 31  | PHP 1,000.00 |             |            |             |   |     |         |
|          | Note: Room Assignment may be based on actual number of participants   |     |              |             |            |             |   |     |         |
|          |   |     |              | GRAND TOTAL |            |             |   |     |         |
|          |   |     |              |             |            |             |   |     |         |
|          |   |     |              |             |            |             |   |     |         |
|          | 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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