

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 - 030
		Date: July 30, 2018	
Office/End-User:	LGCDD		
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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| <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 3, 2018 / 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 86,400.00	Prepared by (SGD) IMI LOUDA B. ESPINA BAC Secretariat Member	Approved by (SGD) RAY GREGORY F. JARANILLA BAC Chairperson
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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 the Conduct of the Modular Development Workshop for BNEO Roll-out Training to 100 Barangays in the Province of Dinagat Islands (Component II.A) on August 6 - 8, 2018								
	Technical Specifications: 1. August 6 - 9, 2018 2. Venue: 2.a Within Surigao City 2.b Accessible to commuting public 2.c Function Room can accommodate 16 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 1 (August 6, 2018) AM SNACKS - Tuna Sandwich w/ fries, Fruit Juice LUNCH - Rice, Sweet Corn Soup, Fried Fish Fillet, Spareribs in garlic, fresh garden salad, mango gelatin, Calamansi juice PM SNACKS - Banana Turone & French fries, Ice Tea page 1 of 4								
		16	PHP 100.00				[]	[]	
		16	PHP 300.00				[]	[]	
		16	PHP 100.00				[]	[]	

Warranty _____

Price Validity _____

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	DINNER - Rice, Seafood soup, kinilaw na isda, grilled pork belly, guso salad, fresh fruits, softdrink 4.b DAY 2 (August 7, 2018)	16	PHP 300.00				[]	[]	
	BREAKFAST - Rice, Scrambled Egg, Pork Tocino, Picked Vegetable, Mango Fruit, Mineral Water	16	COMPLIMENTARY				[]	[]	
	AM SNACKS - Hamburger, Buko Juice	16	PHP 100.00				[]	[]	
	LUNCH - Rice, Sinigang na Hipon, Lumpia Shanghai, Beef stew, Langka Salad, Fresh Fruits, Softdrink	16	PHP 300.00				[]	[]	
	PM SNACKS - Choco Moist Cake, Ice Tea	16	PHP 100.00				[]	[]	
	DINNER - Rice, chicken barbeque, chicken sotanghon, grilled fish, mixed veggies, Fruit Salad, Softdrinks 4.c DAY 3 (August 8, 2018)	16	PHP 300.00				[]	[]	
	BREAKFAST - Rice, Fried fish, Bacon, Amplaya w/ egg, Mango Fruit, Mineral Water	16	COMPLIMENTARY				[]	[]	
	AM SNACKS - Cassava Cake, Juice	16	PHP 100.00				[]	[]	
	LUNCH - Rice, beef w/ cauliflower, four season vegetable, inihaw na isda, mango sago, calamansi juice	16	PHP 300.00				[]	[]	
	PM SNACKS - Pancit Bihon with Toasted Loaf Bread and Canned Juice	16	PHP 100.00				[]	[]	
	DINNER - Rice, Native Chicken Tinola, Grilled Tuna, Chicken Curry, Lechon Kawali, Tapioca, with Softdrinks 4.d DAY 4 (August 9, 2018)	16	PHP 300.00				[]	[]	
	BREAKFAST - Rice, Sunny Side Up Egg, Daing na Bangus, Pricked vegetables, Banana, Mineral Water	16	COMPLIMENTARY				[]	[]	

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	4.e Water dispenser and glasses, Free-flowing coffee (with creamer and sugar), and Tea available at the conference hall.						[]	[]	
	4.f Meals ready at 9:30am / 11:45am / 5:30pm						[]	[]	
	4.g Avoid using PLASTIC drinking straws						[]	[]	
	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						[]	[]	
	5.f Free & Strong WIFI internet connection						[]	[]	
	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						[]	[]	
	6. Room Accommodation:								
	6.a Quadruple sharing , fully airconditioned with television, T&B with soap, shampoo, and towel						[]	[]	
	6.b One (1) extra room for Secretariat with complimentary breakfast						[]	[]	

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	6.c Billeting within the hotel premises						[]	[]	
	6.d Check-in and Check-out Time:						[]	[]	
	Check-in at 2:00pm (Day 1, August 6)	16					[]	[]	
	Check-out at 12:00pm (Day 4, August 9)	16					[]	[]	
	7.e Accommodation:						[]	[]	
	Day 1 (August 6) with complimentary breakfast	16	PHP 1,000.00				[]	[]	
	Day 2 (August 7) with complimentary breakfast	16	PHP 1,000.00				[]	[]	
	Day 3 (August 8) with complimentary breakfast	16	PHP 1,000.00				[]	[]	
	<i>Note: Room Assignment may be based on actual number of participants</i>								
				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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