

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Region XIII (Caraga Region) Butuan City

Name of Procuring Entity:	DILG	RFQ No. :	<b>2018 - 023</b>
		Date: July 18, 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.

**TERMS AND CONDITIONS:**

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| <ol style="list-style-type: none"> <li>1. Bidders shall provide correct and accurate information required in this form.</li> <li>2. Bidders shall quote for ALL items.</li> <li>3. Price quotation(s) must be valid for 60 calendar days from date of submission.</li> <li>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</li> <li>5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>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.</li> <li>7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>12. Only quotations submitted on or before <b>July 23, 2018 / 12:00 p.m.</b>, the deadline, shall be accepted.</li> <li>13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</li> </ol> |
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APPROVED BUDGET FOR THE CONTRACT (ABC)  <b>PHP 885,900.00</b>	Prepared by <b>(SGD) IMI LOUDA B. ESPINA</b> BAC Secretariat Member	Approved by <b>(SGD) RAY GREGORY F. JARANILLA</b> 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	<b>Meals and Accommodation for the Conduct of the Regionwide Roll-Out of Training and Orientation of the Guidelines on the Functionality of Local ADAC, IDMRIS ADAC-RD and Performance Audit of ADACs on August 7-10, 2018 at Butuan City</b>								
	<b>Technical Specifications:</b> 1. <b>August 7-11, 2018</b> 2. Venue: 2.a Within <b>Butuan City</b> 2.b Accessible to commuting public 2.c Function Room can accommodate <b>149</b> participants 2.d Hotel rooms can accommodate <b>3-4 guests</b> 2.e Function Hall, Accommodation, and Parking Space located in the same compound 2.f Dedicated parking spaces enough to accommodate expected participants 3. <b>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</b> 4. Meals and Snack: 4.a <b>DAY 1 (August 7, 2018)</b> AM SNACKS - Chocomoist Cake, and Softdrinks LUNCH - Rice, Shrimp Sinigang, Beef Steak, No-Pork Chopsuey, Buko Pandan, and Softdrinks PM SNACKS - 2pcs Beef/Chicken Empanada, with Fresh Calamansi Juice DINNER - Rice, Chicken Sotanghon Soup, Steamed Veggies (String Beans, Eggplant, Kangkong) with Bagoong Dip, Fried Fish (Not Dory), Fresh Fruits, and Softdrinks page 1 of 4								
		19	PHP 100.00				[ ]	[ ]	
		149	PHP 325.00				[ ]	[ ]	
		149	PHP 100.00				[ ]	[ ]	
		149	PHP 325.00				[ ]	[ ]	

Warranty

Price Validity

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				QTY	Unit Price	Total Price	Yes	No	
	<b>4.b DAY 2 (August 8, 2018)</b>								
	<b>BREAKFAST</b> - Rice, Dried Danggit, Scrambled Eggs, Itlog Maalat and Tomato Salad, and Juice	19	PHP 325.00				[ ]	[ ]	
	<b>AM SNACKS</b> - Egg Pie, with Bottled Ice Tea	149	PHP 100.00				[ ]	[ ]	
	<b>LUNCH</b> - Rice, Beef Soup, Chicken Curry, Crab Meat, Fish Fillet, Assorted Fresh Fruits, and Softdrinks	149	PHP 325.00				[ ]	[ ]	
	<b>PM SNACKS</b> - Puto Maya with Mango Wedges, and Chocolate Drink	149	PHP 100.00				[ ]	[ ]	
	<b>DINNER</b> - Rice, Ginataang Bamboo Shoots with Shrimps, Beef Kare-Kare, Fried Chicken, Buko Pandan, and Softdrinks	149	PHP 325.00				[ ]	[ ]	
	<b>4.c DAY 3 (August 9, 2018)</b>								
	<b>AM SNACKS</b> - Burger (Beef) with Cheese, Chips, and Juice	19	PHP 100.00				[ ]	[ ]	
	<b>LUNCH</b> - Rice, Nilagang Baka, Grilled Tuna Belly, Buttered Vegetables, Buko Pandan, and Softdrinks	149	PHP 325.00				[ ]	[ ]	
	<b>PM SNACKS</b> - Cookie Monster Cake, with Juice	149	PHP 100.00				[ ]	[ ]	
	<b>DINNER</b> - Rice, Sinigang na Hipon, Grilled Chicken, Enseladang Talong, Beef Salpicao, Sweet Fruit Salad, and Softdrinks	149	PHP 325.00				[ ]	[ ]	
	<b>4.d DAY 4 (August 10, 2018)</b>								
	<b>BREAKFAST</b> - Rice, Chicken Tocino, Mushroom and Cheese Omelette, and Juice	19	PHP 325.00				[ ]	[ ]	
	<b>AM SNACKS</b> - Palabok with Bread, and Kalamansi Juice	125	PHP 100.00				[ ]	[ ]	
	<b>LUNCH</b> - Rice, Fried Vegetable Lumpia, Native Chicken Tinola, Kinilaw (Malasugi), Sweet Leche Flan, and Softdrinks	125	PHP 325.00				[ ]	[ ]	

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	<b>PM SNACKS</b> - Palagsing, Palitao, with Sikwate	125	PHP 100.00				[ ]	[ ]	
	<b>DINNER</b> - Rice, Lechon Manok, Shrimp Sinigang, Grilled Boneless Bangus, Steamed Veggies (String Beans, Eggplant, Kangkong) with Bagoong Dip, Fresh Fruits, and Softdrinks	125	PHP 325.00				[ ]	[ ]	
	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			Compliance with Technical Specifications (please check)			
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	6. Room Accommodation:									
	6.a <b>Triple to Quadruple sharing</b> , fully airconditioned with television, T&B with soap, shampoo, and towel						[ ]	[ ]		
	<b>6.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>BATCH 1: Day 1, August 7</b>	<b>133</b>					[ ]	[ ]		
	Check-out at 12:00pm <b>BATCH 1: Day 3, August 9</b>	<b>133</b>					[ ]	[ ]		
	Check-in at 2:00pm <b>BATCH 2: Day 3, August 9</b>	<b>86</b>					[ ]	[ ]		
	Check-out at 12:00pm <b>BATCH 2: Day 5, August 11</b>	<b>86</b>					[ ]	[ ]		
	7.e Accommodation:									
	Day 1 ( <b>August 7</b> ) with complimentary breakfast	<b>133</b>	<b>PHP 1,000.00</b>				[ ]	[ ]		
	Day 2 ( <b>August 8</b> ) with complimentary breakfast	<b>133</b>	<b>PHP 1,000.00</b>				[ ]	[ ]		
	Day 3 ( <b>August 9</b> ) with complimentary breakfast	<b>86</b>	<b>PHP 1,000.00</b>				[ ]	[ ]		
	Day 4 ( <b>August 10</b> ) with complimentary breakfast	<b>86</b>	<b>PHP 1,000.00</b>				[ ]	[ ]		
	<i>Note: Room Assignment may be based on actual number of participants</i>									
	<b>GRAND TOTAL</b>									
	<b>NOTE:</b> 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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