



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (Caraga Region) Butuan City

Mode of Procurement	NEGOTIATED PROCUREMENT - SVP	RFQ No.:	2018 - 081
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	October 17, 2018
Office/End-User	Local Government Capability and Development Division (LGCD)		
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:	
1. Bidders shall provide correct and accurate information required in this form.	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.
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.	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.
5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.	12. Only quotations submitted on or before October 22, 2018 / 12:00 nn. , the deadline, shall be accepted.
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.	13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.
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.	

APPROVED BUDGET FOR THE CONTRACT (ABC)	Prepared by	Approved by
PHP 77,900.00	IMI LOUDA B. ESPINA BAC Secretariat Member	RAY GREGORY F. JARANILLA BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	Offer			Compliance with Technical Specifications (please check)		Remarks
				QTY	Unit Price	Total Price	Yes	No	

PURPOSE:
Meals and Accommodation for the Conduct of Local Governance Regional Resource Center (LGRRC) Assessment on October 23 - 26, 2018

TECHNICAL SPECIFICATIONS									
1	October 23 - 26, 2018						[]	[]	
2	Venue:						[]	[]	
	a. Within Butuan City						[]	[]	
	d. Hotel rooms can accommodate 3 guests						[]	[]	
	c. Avoid using PLASTIC drinking straws						[]	[]	
	d. Meals ready at 9:00am / 11:30am / 6:00pm						[]	[]	
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						[]	[]	

MEALS AND SNACK									
4	MEALS SERVE AT DILG RO13 OFFICE								
	PRE-CONFERENCE								
	a. Day 1 (October 23, 2018)								
	AM SNACK - Chicken Fillet Sandwich/Burger, fresh buko juice with milk	24	PHP 75.00				[]	[]	
	LUNCH - chicken tinola, tuna/malasugui/tangig, kinilaw, grilled liempo, paco salad, rice, softdrinks, leche flan	24	PHP 350.00				[]	[]	
	PM SNACK - boiled bananas and kamote, ginisang ginamos with tomatoes, mango juice	24	PHP 75.00				[]	[]	
	DINNER - lauyang baka, tuna escabeche, chicken cordon bleu, four season, rice, Coffee jelly and lychee salad, iced tea	26	PHP 350.00				[]	[]	

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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.	
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WORKSHOP, FGD & NATIONAL KM AUDIT									
b. DAY 2 (October 24, 2018)									
	BREAKFAST - corned beef, garlic rice, sunny side up egg, hot choco	3	PHP 150.00				[]	[]	
	AM SNACK - 2 pcs Chicken empanada and Freshly Squeezed Kalamansi Juice	25	PHP 75.00				[]	[]	
	LUNCH - Green Salad with thousand island dressing, Herb Roasted Chicken, pesto penne pasta with bacon, Mash Potato with Gravy, Minatamis na Saging, Rice, Dalandan Juice	25	PHP 350.00				[]	[]	
	PM SNACK - chicken ham and cheese sandwich, pineapple juice	25	PHP 75.00				[]	[]	
	DINNER - lauya/vegetable soup, chicken adobo hawaiian or hamonada sweet style, crispy fried boneless bangus, pickled papaya/atsara, rice, mango float, iced tea	25	PHP 350.00				[]	[]	
LGRRC ASSESSMENT									
c. DAY 3 (October 25, 2018)									
	BREAKFAST - longganisa, garlic rice, sunny side up egg, hot choco	3	PHP 150.00				[]	[]	
	AM SNACK - puto at dinuguan, softdrinks	15	PHP 75.00				[]	[]	
	LUNCH - Pork Pata Hamonada/Patatim, ginataang bamboo shoots with shrimps and saluyot, chicken halang-halang, fried vegetable lumpia, Rice, buko-sweet corn salad, soft drinks	15	PHP 350.00				[]	[]	
	PM SNACK - Halo-halo, Water	15	PHP 75.00				[]	[]	

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	DINNER - sinigang na hipon, grilled belly or panga of tuna or similar fish, adobong pusit with ata, pipino salad, rice, mango tapioca, iced tea	15	PHP 350.00				[]	[]	
	MONITORING & EVALUATION OF LGA PROGRAMS AND PROJECTS								
	d. DAY 4 (October 26, 2018)								
	BREAKFAST - tapa or tocino, garlic rice, sunny side up egg, hot choco	2	PHP 150.00				[]	[]	
	AM SNACK - palagsing and banana in cream sauce, apple juice	16	PHP 75.00				[]	[]	
	LUNCH - Chicken Sotanghon Soup, Sweet and Sour Lapu-lapu, sautéed kangkong and mushroom in oyster sauce, Rice, fresh fruits (apple and pineapple slices), soft drinks	16	PHP 350.00				[]	[]	
	PM SNACK - chocolate moist cake, brewed Coffee	16	PHP 75.00				[]	[]	
	DINNER - sinigang na baboy, lechon kawali, steamed vegetables (string beans, eggplant, kamote tops) with ginisang bagoong dip, fresh fruits (cantaloupe melon and lakatan)	16	PHP 350.00				[]	[]	

ROOM ACCOMMODATION									
5	a. Triple sharing, fully airconditioned with television, T&B with soap, shampoo, and towel						[]	[]	
	b. Billeting within the hotel premises						[]	[]	
	c. Room Assignment based on actual number of participants and gender								

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6	d. Check-in and Check-out Time:								
	Check-in at 2:00pm (Day 1, October 23)	3					[]	[]	
	Check-out at 12:00pm (Day 3, October 25)	1					[]	[]	
	Check-out at 12:00pm (Day 4, October 26)	2					[]	[]	
	Accommodation:								
	Day 1 (October 23)	3	PHP 1,000.00				[]	[]	
	Day 2 (October 24)	3	PHP 1,000.00				[]	[]	
	Day 3 (October 25)	2	PHP 1,000.00				[]	[]	
				GRAND TOTAL					

REQUIREMENT									
1	In order to be eligible for this procurement, suppliers /service providers must submit, together with the quotation/proposal the following eligibility requirements								
	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								
4	Income / Business Tax Return								
5	Omnibus Sworn Statement								

Reference [TO BE FILLED OUT BY GENERAL SERVICES DIVISION]									
1	Approved and funded PPMP								
2	Approved and funded Activity Design								

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