



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 - 084
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	October 25, 2018
Office/End-User	Local Government Capability and Development Division (LG-CDD)		
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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- Price quotation(s) must be valid for 60 calendar days from date of submission.
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- The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
- 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.
- 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.
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- 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 194,975.00				KRISTINE JEAN E. FORSUELO BAC Secretariat Member			RAY GREGORY F. JARANILLA BAC Chairperson			
Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	Offer						
				Price			Compliance with Technical Specifications (please check)		Remarks	
				QTY	Unit Price	Total Price	Yes	No		

PURPOSE:

Meals and accommodation for the Conduct of Training on Anti-Trafficking in Persons (RA 9208 and RA 10364) on November 12-13, 2018.

TECHNICAL SPECIFICATIONS

1	November 12-13, 2018								
2	Venue:								
	a. Within Butuan City								
	b. Accessible to commuting public								
	c. Function Room can accommodate 48 participants								
	d. Hotel rooms can accommodate 3-4 guests								
	e. Function Hall, Accommodation, and Parking Space located in the same compound								
	f. Dedicated parking spaces enough to accommodate expected participants								
	g. Avoid using PLASTIC drinking straws								
	h. Meals ready at 6:30am / 11:30am / 6:00pm								
3	Functionality:								
	a. Conference room								
	b. Four (4) whiteboard markers								
	c. Light, ventilation, and full airconditioning								
	d. Water supply and toilet								
	e. Standby generator in case of power failure								
	f. Water dispenser and glasses, free-flowing brewed coffee (with creamer and sugar), and tea available at the conference hall.								
	f. Free & Strong WIFI internet connection								
	g. Table and chair arrangement for participants and Presidential Table								
	h. Information / Secretariat Table(s)								
	i. Philippine flag, Podium, Backdrop and Welcome Streamer (4" X 8") (design c/o procuring entity)								
	j. One (1) Projector Screen								
	k. Extension Wires to accommodate laptops and others								
	l. Two (2) wireless and two (2) Wired Microphones								

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Warranty

Price Validity

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4	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						[]	[]	

MEALS AND SNACK

5	a. DAY 0 (November 11, 2018)								
	LUNCH - rice, lechon macau, braised beancurd w/ vegetables, caesar salad, cream of mushroom soup, fresh fruits, and softdrinks	8	325.00				[]	[]	
	PM SNACKS - bihon guisado w/ bread, and iced tea	8	100.00				[]	[]	
	DINNER - rice, chicken barbeque, breaded pork chop, adobong kangkong, egg corn mushroom soup, mango float and softdrinks	36	PHP 325.00				[]	[]	
	b. DAY 1 (November 12, 2018)								
	BREAKFAST - rice, tortilla egg, bacon, dried fish, banana and coffee	18	PHP 150.00				[]	[]	
	AM SNACK -hamburger and canned juice	48	PHP 100.00				[]	[]	
	LUNCH - rice, beef kare-kare w/ bagoong, chicken pandan, sotanghon guisado, bangus sinigang, watermelon and pineapple, and iced tea	48	PHP 325.00				[]	[]	
	PM SNACK -palabok and fresh lemon juice	48	PHP 100.00				[]	[]	
	DINNER - rice, ginataang bamboo shoots, grilled fish, sauteed mixed vegetables, beef ribs soup, leche flan and softdrinks	48	PHP 325.00				[]	[]	
	c. DAY 2 (November 13, 2018)								
	BREAKFAST - rice, pork tocino, itlog maalat, dried fish	18	PHP 150.00				[]	[]	
	AM SNACK - pineapple pie and canned fruit juice	48	PHP 100.00				[]	[]	
	LUNCH - rice, beef w/ broccoli, pancit canton, shrimp sinigang, garden salad, and iced tea	48	PHP 325.00				[]	[]	
	PM SNACK - clubhouse sandwich and cucumber-lemon juice	48	PHP 100.00				[]	[]	
	DINNER - rice, chickenadobo w/ pineapples, lechon kawali, four seasons, native chicken soup, tapioca and softdrinks	48	PHP 325.00				[]	[]	

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	d. DAY 3 (November 14, 2018)								
	BREAKFAST - friend rice, fried egg, chorizo, fish paksiw, banana coffee	5	PHP 150.00				[]	[]	
	AM SNACK - moist chocolate cake and iced tea	5	PHP 100.00				[]	[]	
	LUNCH - rice, crispy boneless bangus, ginataang gulay, beef tadyang, pork sinigang, tira misu and softdrinks	5	PHP 325.00				[]	[]	

ROOM ACCOMMODATION

6	a. Triple - Quadruple sharing, fully airconditioned with television, T&B with soap, shampoo, and						[]	[]	
	b. Billeting within the hotel premises						[]	[]	
	c. Room Assignment based on actual number of participants and gender								
	d. Check-in and Check-out Time:								
	Check-in at 2:00pm (Day 0, November 11, 2018)	30					[]	[]	
	Check-out at 12:00pm (Day 2, November 13, 2018)	30					[]	[]	
7	Accommodation:								
	Day 0 (November 11, 2018)	30	PHP 1,000.00				[]	[]	
	Day 1 (November 12, 2018)	30	PHP 1,000.00				[]	[]	
	Day 2 (November 13, 2018)	30	PHP 1,000.00				[]	[]	
				GRAND TOTAL					

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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 PPMF						[]	[]	
2	Approved and funded Activity Design						[]	[]	
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