



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 - 095
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	November 7, 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:

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3. Price quotation(s) must be valid for 60 calendar days from date of submission.
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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.
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APPROVED BUDGET FOR THE CONTRACT (ABC)	Prepared by	Approved by
PHP 194,975.00	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 Training on Anti-Trafficking in Persons (RA 9208 and RA 10364) on November 28 - 29, 2018

TECHNICAL SPECIFICATIONS									
1	November 27 - 30, 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.						[]	[]	

page 1 of 5

Warranty

Price Validity

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				Price			Compliance with Technical Specifications (please check)		
				QTY	Unit Price	Total Price	Yes	No	
4	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 accomodate laptops and others						[]	[]	
	l. Two (2) wireless and two (2) Wired Microphones						[]	[]	
	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

5	a. DAY 0 (November 27, 2018)								
	LUNCH: Rice, Lechon Macau, Braised Beancurd with Vegetables, Caesar Salad, Cream of Mushroom Soup, Fresh Fruits, and Softdrinks	8	PHP 325.00				[]	[]	
	PM SNACKS: Bihon Guisado with Bread, and Iced Tea	8	PHP 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 28, 2018)								
	BREAKFAST: Rice, Tortilla Egg, Bacon, Dried Fish, Banana, and Coffee	18	PHP 150.00				[]	[]	

page 2 of 5

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				Price			Yes	No	
				QTY	Unit Price	Total Price			
	AM SNACKS: Hamburger, and Canned Juice	48	PHP 100.00				[]	[]	
	LUNCH: Rice, Beef Kare-Kare with Bagoong, Chicken Pandan, Sotanghon Guisado, Bangus Sinigang, Watermelon and Pineapples, and Iced Tea	48	PHP 325.00				[]	[]	
	PM SNACKS: 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 29, 2018)								
	BREAKFAST: Rice, Pork Tocino, Itlog Maalat, Dried Fish	18	PHP 150.00				[]	[]	
	AM SNACKS: Pineapple Pie, and Canned Fruit Juice	48	PHP 100.00				[]	[]	
	LUNCH: Rice, Beef 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, Chicken Adobo with Pineapples, Lechon Kawali, Four Seasons, Native Chicken Soup, Tapioca, and Softdrinks	48	PHP 325.00				[]	[]	

page 3 of 5

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	d. DAY 3 (November 14, 2018)								
	BREAKFAST: Fried Rice, Fried Egg, Chorizo, Fish Paksiw, Banana, Coffee	5	PHP 150.00				[]	[]	
	AM SNACKS: Moist Chocolate Cake, and Iced Tea	5	PHP 100.00				[]	[]	
	LUNCH: Rice, Crispy Boneless Bangus, Ginataang Gulay, Berf 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 towel						[]	[]	
	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 27)	30					[]	[]	
	Check-out at 12:00pm (Day 3, November 30)	30					[]	[]	
7	Accommodation:								
	Day 0 (November 27) with complimentary breakfast	30	PHP 1,000.00				[]	[]	
	Day 1 (November 28) with complimentary breakfast	30	PHP 1,000.00				[]	[]	
	Day 2 (November 29) with complimentary breakfast	30	PHP 1,000.00				[]	[]	
				GRAND TOTAL					

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REQUIREMENT

	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						[]	[]	
4	Income / Business Tax Return						[]	[]	
5	Omnibus Sworn Statement						[]	[]	

Reference [TO BE FILLED OUT BY GENERAL SERVICES DIVISION]

1	Approved and funded PMP						[]	[]	
2	Approved and funded Activity Design						[]	[]	

page 5 of 5

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