



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 - 064      |
| Name of Procuring Entity  | DILG Region XIII (Caraga Region) Butuan City | Date:    | October 3, 2018 |
| Office/End-User           | Finance and Administrative Division (FAD)    |          |                 |
| 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:

- Bidders shall provide correct and accurate information required in this form.
- Bidders shall quote for ALL items.
- Price quotation(s) must be valid for 60 calendar days from date of submission.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.
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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.
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- 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.
- Only quotations submitted on or before **October 8, 2018 / 12:00 p.m.**, the deadline, shall be accepted.
- 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 95,250.00                          | IMI LOUDA B. ESPINA<br>BAC Secretariat Member | RAY GREGORY F. JARANILLA<br>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 the QMS ISO ACTIVITIES - INTERNAL QUALITY AUDIT AND MANAGEMENT REVIEW FOR DILG REGION XIII ON OCTOBER 9-11, 2018, OCTOBER 15-17, 2018 and OCTOBER 19, 2018

| TECHNICAL SPECIFICATIONS |  |  |  |  |  |  |     |     |  |
|--------------------------|--|--|--|--|--|--|-----|-----|--|
| 1                        | October 9 - 11, 2018<br>October 15 - 17, 2018<br>October 19, 2018  |  |  |  |  |  | [ ] | [ ] |  |
| 2                        | Venue:<br>a. Within Butuan City<br>b. Avoid using PLASTIC drinking straws<br>c. Meals ready at 6:30am / 11:30am / 5:45pm   |  |  |  |  |  | [ ] | [ ] |  |
| 3                        | Amenable to adjustments of FOOD and/or 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               | FIELD OPERATING UNITS<br>a. DAY 1 (October 9, 2018)<br>AM SNACK - Burger and Juice<br>LUNCH - Beef Caldereta, Lumpiang Shanghai, Pinakbet, Buko Pandan, Rice & Softdrinks<br>PM SNACK - Sotanghon with Bread and Iced Tea<br>b. DAY 2 (October 10, 2018)<br>AM SNACK - Chocomoist Cake & Four Seasons Juice | 25<br>25<br>25<br>25 | PHP 75.00<br>PHP 250.00<br>PHP 75.00<br>PHP 75.00 |  |  |  | [ ] | [ ] |  |

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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.

Printed Name / Signature / Date

Tel. No. / Cellphone No.





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| PHP 95,250.00                          | IMELOUIDA B. ESPINA<br>BAC Secretariat Member | RAY GREGORY E. JARANILLA<br>BAC Chairperson |

| Item No. | ITEM DESCRIPTION  | QTY | ABC Per Item | Offer |            |             | Compliance with Technical Specifications (please check) |     | Remarks |
|----------|---|-----|--------------|-------|------------|-------------|---|-----|---------|
|          |   |     |              | Price |            |             | Yes   | No  |         |
|          |   |     |              | QTY   | Unit Price | Total Price |   |     |         |
|          | LUNCH - Sweet and Sour Pork, Rice, Grilled Tuna, Pinakbet, Tinolang Manok, Fruits, Softdrinks       | 25  | PHP 250.00   |       |            |             | [ ]   | [ ] |         |
|          | PM SNACK - Cheesy Mamon with Mango Juice  | 25  | PHP 75.00    |       |            |             | [ ]   | [ ] |         |
|          | DINNER - Beef Callos, Garlic Chicken, Tinolang Isda, Rice, Fresh Fruits and Softdrinks              | 12  | PHP 250.00   |       |            |             | [ ]   | [ ] |         |
|          | c. DAY 3 (October 11, 2018)   |     |              |       |            |             |   |     |         |
|          | AM SNACK - Empanada and Pineapple Juice   | 25  | PHP 75.00    |       |            |             | [ ]   | [ ] |         |
|          | LUNCH - Sweet and Sour Fish, Pork Spareribs, Four Seasons Veggies, Fresh Fruits, Rice, Softdrinks   | 25  | PHP 250.00   |       |            |             | [ ]   | [ ] |         |
|          | PM SNACK - Burger and Juice   | 25  | PHP 75.00    |       |            |             | [ ]   | [ ] |         |
|          | DINNER - Chicken Afritada, Pork Lumpia, Mongo with Gata & Chicharon, Rice, Softdrinks, Fresh Fruits | 12  | PHP 250.00   |       |            |             | [ ]   | [ ] |         |
|          | REGIONAL OFFICE   |     |              |       |            |             |   |     |         |
|          | d. DAY 1 (October 15, 2018)   |     |              |       |            |             |   |     |         |
|          | AM SNACK - Ensaymada with Four Seasons Juice  | 30  | PHP 75.00    |       |            |             | [ ]   | [ ] |         |
|          | LUNCH - Beef with Brocoli, Buttered Chicken, Chopsuey, Fresh Fruits, Rice and softdrinks            | 30  | PHP 250.00   |       |            |             | [ ]   | [ ] |         |
|          | PM SNACK - Brownies and Juice   | 30  | PHP 75.00    |       |            |             | [ ]   | [ ] |         |
|          | DINNER - Chicken Curry, Bihon Guisado, Pork Adobo, Fresh Fruits, Rice and softdrinks                | 15  | PHP 250.00   |       |            |             | [ ]   | [ ] |         |
|          | e. DAY 2 (October 16, 2018)   |     |              |       |            |             |   |     |         |
|          | AM SNACK - Bihon with bread Fruit Juice   | 30  | PHP 75.00    |       |            |             | [ ]   | [ ] |         |

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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<br>Applicable Registration Certificate, any of the following:<br>a) SEC Registration Certificate for Corporations<br>b) DTI Registration Certificate for Sole Proprietorship<br>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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