



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 - 065
Name of Procuring Entity	DILG Region XIII (Caraga Region) Butuan City	Date:	October 3, 2018
Office/End-User	Local Government Capability and Development Division (LG added)		
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.
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.
5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.
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.
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.
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.
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.
12. Only quotations submitted on or before **October 8, 2018 / 12:00 n.n.**, the deadline, shall be accepted.
13. 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 174,500.00				IMI LOUDA B. ESPINA 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 the Regional Orientation on the Guidelines on Engagements with Civil Society Organizations on October 19, 2018

TECHNICAL SPECIFICATIONS									
1	October 18 - 20, 2018								
2	Venue:								
	a. Within Butuan City								
	b. Accessible to commuting public								
	c. Function Room can accommodate 74 participants								
	d. Hotel rooms can accommodate 3 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 / 5:45pm								
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 coffee (with creamer and sugar), and Tea available at the conference hall.								
	f. Free & Strong WIFI internet connection								

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Warranty

Price Validity

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4	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 (October 18, 2018) DINNER - Steamed Rice, Chicken Asparagus Soup, Ensaladang Puso ng Saging, Fried Fish with Sweet and Sour Sauce, Beef and Vegetable Stew, Pineapple Peach Upsided Down Cake, and Softdrinks	48	PHP 325.00				[ ]	[ ]	
	b. DAY 1 (October 19, 2018) AM SNACK - Special Chicken Empanada, and Calamansi Juice	74	PHP 100.00				[ ]	[ ]	
	LUNCH - Steamed Rice, Sotanghon Soup, Fruited Chicken Pasta Salad, Roasted Chicken with Gravy, Bistek Tagalog, Apple Cinnamon Cake, and Softdrinks	74	PHP 325.00				[ ]	[ ]	
	PM SNACK - Chicken Pasta, and Lemon Juice	74	PHP 100.00				[ ]	[ ]	

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ROOM ACCOMMODATION

5	DINNER - Rice, Fish Tinola, Camaron Rebosado, Adobong Kangkong, Inihaw na Liempo, Leche Flan, and Softdrinks	74	PHP 325.00				[ ]	[ ]	
	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:								
6	Check-in at 2:00pm (Day 0, October 18)	48					[ ]	[ ]	
	Check-out at 12:00pm (Day 2, October 20)	48					[ ]	[ ]	
	Accommodation:								
	Day 0 (October 18) with complimentary breakfast	48	PHP 1,000.00				[ ]	[ ]	
	Day 1 (October 19) with complimentary breakfast	48	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 PPMP						[ ]	[ ]	
2	Approved and funded Activity Design						[ ]	[ ]	

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