



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 - 067
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	October 9, 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 15, 2018 / 12:00 p.m.**, 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 993,750.00	IMILLOUDA 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 Implementation of Enhancing Local Government Unit Capacity on Planning and Implementation of Local Development Projects on October 29 - 31, 2018

TECHNICAL SPECIFICATIONS									
1	October 28 - November 1, 2018						[]	[]	
2	Venue:						[]	[]	
	a. Within Butuan City						[]	[]	
	b. Accessible to commuting public						[]	[]	
	c. Function Room can accommodate 170 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 / 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.						[]	[]	

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Warranty

Price Validity

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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 accommodate 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 28, 2018) DINNER - Rice, Egg Drop Soup, Paksiw na Isda, Pinakbet, Lumpia, Assorted Fruits, and Softdrinks	130	PHP 325.00				[]	[]	
	b. DAY 1 (October 29, 2018) AM SNACK - Mixed Fruit Bowl, and Iced Tea	170	PHP 100.00				[]	[]	
	LUNCH - Steamed Rice, Sotanghon Soup, Fruited Chicken Pasta Salad, Roasted Chicken with Gravy, Bistek Tagalog, Apple Cinnamon Cake, and Softdrinks	170	PHP 325.00				[]	[]	
	PM SNACK - Palagsing, and Sikwate	170	PHP 100.00				[]	[]	
	DINNER - Steamed Rice, Chicken Asparagus Soup, Ensaladang Puso sa Saging, Fried Fish with Sweet&Sour Sauce, Beef & Vegetable Stew, Pineapple Peach Upside Down Cake, Softdrinks	170	PHP 325.00				[]	[]	

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				Price			Yes	No	
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	c. DAY 2 (October 30, 2018)								
	AM SNACK - Carrot Cake, and Lemon Grass Juice	170	PHP 100.00				[]	[]	
	LUNCH - Steamed Rice, Ginataang Mongo, Talong and Okra Salad (Separate Ginamos), Chicken Adobo, Bistek Tagalog, Assorted Fruits, Softdrinks	170	PHP 325.00				[]	[]	
	PM SNACK - Puto Maya with Slice of Mango, and Sikwate	170	PHP 100.00				[]	[]	
	DINNER - Steamed Rice, Birds Nest Soup, Ginataang Langka, Chicken Afritada, Fried Fish, Assorted Fruits, and Softdrinks	170	PHP 325.00				[]	[]	
	d. DAY 3 (October 31, 2018)								
	AM SNACK - Sotanghon Guisado with Bread, and Calamansi Juice	170	PHP 100.00				[]	[]	
	LUNCH - Steamed Rice, Law-oy, Fried Fish, garlic Chicken, Beef & Vegetable Stew, Buko Pandan, and Softdrinks	170	PHP 325.00				[]	[]	
	PM SNACK - Special Empanada, and Orange Juice	170	PHP 100.00				[]	[]	
	DINNER - Steamed Rice, Molo Soup, Paksiw na Isda, Bistek Tagalog, Talong and Okra Salad (Separate Ginamos), Mixed Fruit Salad, and Softdrinks	170	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								

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7	d. Check-in and Check-out Time:								
	Check-in at 2:00pm (Day 0, October 28)	130					[]	[]	
	Check-in at 2:00pm (Day 1, October 29)	4							
	Check-out at 12:00pm (Day 3, October 30)	14							
	Check-out at 12:00pm (Day 2, October 23)	120					[]	[]	
	Accommodation:								
	Day 0 (October 28) with complimentary breakfast	130	PHP 1,000.00				[]	[]	
	Day 1 (October 29) with complimentary breakfast	134	PHP 1,000.00				[]	[]	
	Day 2 (October 30) with complimentary breakfast	134	PHP 1,000.00				[]	[]	
	Day 3 (October 31) with complimentary breakfast	120	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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