



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 - 069
Name of Procuring Entity	DILG-Region XIII (Caraga Region) Butuan City	Date:	October 9, 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:

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.
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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 / 9:00 a.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 746,500.00	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-Workshop on Results-Based Monitoring and Evaluation (RBME) on October 16-19,2018

TECHNICAL SPECIFICATIONS									
1	October 15 - 20, 2018						[ ]	[ ]	
2	Venue:						[ ]	[ ]	
	a. Within Butuan City						[ ]	[ ]	
	b. Accessible to commuting public						[ ]	[ ]	
	c. Function Room can accommodate 108 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 coffee (with creamer and sugar), and Tea available at the conference hall.						[ ]	[ ]	
	g. Free & Strong WIFI internet connection						[ ]	[ ]	

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Warranty

Price Validity

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4	h. Table and chair arrangement for participants and Presidential Table						[ ]	[ ]	
	i. Information / Secretariat Table(/s)						[ ]	[ ]	
	j. Philippine flag, Podium, Backdrop and Welcome Streamer (4" X 8") (design c/o procuring entity)						[ ]	[ ]	
	k. One (1) Projector Screen						[ ]	[ ]	
	l. Extension Wires to accomodate laptops and others						[ ]	[ ]	
	m. 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						[ ]	[ ]	

5	<b>a. DAY 0 (October 15, 2018)</b> <b>DINNER</b> - Rice, Tinolang Isda, Chicken Menudo, Four Season, Fruits, and Softdrinks <b>b. DAY 1 (October 16, 2018)</b> <b>BREAKFAST</b> - Rice, Beef Tapa, Boiled Egg, Fresh Fruits, and Coffee <b>AM SNACK</b> - Banana Cue/Camote Cue, Fruit Juice <b>LUNCH</b> - Rice, Tinolang Tuna, Steam Vegetables (camote Leaves, okra, talong), Grilled fish, Fruit salad, and Fruit Juice <b>PM SNACK</b> - Puto Kutsinta, Lemon Juice <b>DINNER</b> - Rice, Molo, Pinakbet, Kare-kare, Fresh Fruits, and Softdrinks	38 108 108 108 108	PHP 325.00 PHP 150.00 PHP 100.00 PHP 325.00 PHP 100.00 PHP 325.00				[ ]	[ ]	
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				Price			Yes	No	
				QTY	Unit Price	Total Price			
	c. DAY 2 (October 17, 2018)								
	BREAKFAST - Rice, Tuna Paksiw, Scrambled Egg, Fresh Fruits, Hot Chocolate (Tableya)	108	PHP 150.00				[ ]	[ ]	
	AM SNACK - Cassava cake, Fruit Juice	108	PHP 100.00				[ ]	[ ]	
	LUNCH - Rice, Nilagang Baka, Seaweed Salads, Sweet and Sour Fish, Buko Pandan, and Fruit Juice	108	PHP 325.00				[ ]	[ ]	
	PM SNACK - Puto Maya with mango, Hot Chocolate (Tableya)	108	PHP 100.00				[ ]	[ ]	
	DINNER - Rice, Sinigang na Isda, Fish with Black Beans, Pinakbet, Fresh Fruits, and Fruit Juice	108	PHP 325.00				[ ]	[ ]	
	d. DAY 3 (October 18, 2018)								
	BREAKFAST - Rice, Beef Giniling, Ampalaya with egg, Fresh Fruits, Coffee	108	PHP 150.00				[ ]	[ ]	
	AM SNACK - Bibingka, Fruit Juice	108	PHP 100.00				[ ]	[ ]	
	LUNCH - Rice, Pocharong baka, Vegatable ginataan, Fish Steak, Leche Plan, and Lemon Juice	108	PHP 325.00				[ ]	[ ]	
	PM SNACK - Fresh Lumpia, Lemon Juice	108	PHP 100.00				[ ]	[ ]	
	DINNER - Rice, Squash Soap, Grilled Chicken, and Adobong Sitaw with beef, Fruit salad, Fruit Juice	108	PHP 325.00				[ ]	[ ]	
	e. DAY 4 (October 19, 2018)								
	BREAKFAST - Rice, Chorizo, Fried Dried Fish, Fruits, and Coffee	108	PHP 150.00				[ ]	[ ]	
	AM SNACK - Maja Blanca, Fruit Juice	108	PHP 100.00				[ ]	[ ]	
	LUNCH - Rice, Bird Nest Soup, Fish Kinilaw, Grilled Pork, Macaroni Salad, and Fruit Juice	108	PHP 325.00				[ ]	[ ]	
	PM SNACK - Binignit, Lemon Juice	108	PHP 100.00				[ ]	[ ]	
	DINNER - Rice, Sinigang na Baboy, Mogolian Beef, Tufu and Broccoli stir-fry, Fresh Fruits, Softdrinks	38	PHP 325.00				[ ]	[ ]	
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ROOM ACCOMMODATION									
5	a. <b>Triple sharing</b> , fully airconditioned with television, T&B with soap, shampoo, and towel						[ ]	[ ]	
	b. Billeting within the hotel premises						[ ]	[ ]	
	c. <b>Room Assignment based on actual number of participants and gender</b>								
	d. <i>Check-in and Check-out Time:</i>								
	Check-in at 2:00pm ( <b>Day 0, October 15</b> )	38					[ ]	[ ]	
	Check-in at 2:00pm ( <b>Day 1, October 16</b> )	57							
	Check-out at 12:00pm ( <b>Day 4, October 19</b> )	57					[ ]	[ ]	
	Check-out at 12:00pm ( <b>Day 5, October 20</b> )	38					[ ]	[ ]	
6	<i>Accommodation:</i>								
	Day 0 ( <b>October 15</b> ) with complimentary breakfast	38	PHP 900.00				[ ]	[ ]	
	Day 1 ( <b>October 16</b> ) with complimentary breakfast	95	PHP 900.00				[ ]	[ ]	
	Day 2 ( <b>October 17</b> ) with complimentary breakfast	95	PHP 900.00				[ ]	[ ]	
	Day 3 ( <b>October 18</b> ) with complimentary breakfast	95	PHP 900.00				[ ]	[ ]	
	Day 4 ( <b>October 19</b> ) with complimentary breakfast	38	PHP 900.00				[ ]	[ ]	
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						[ ]	[ ]	

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2	Valid Business Permit						[ ]	[ ]	
3	Valid PhilGEPS Registration Certificate						[ ]	[ ]	
4	Income / Business Tax Return								
5	Omnibus Sworn Statement								

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

Price Validity	
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