



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 - 075
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	October 15, 2018
Office/End-User	Local Government Monitoring and Evaluation Division (LGMED)		
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.

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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.
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APPROVED BUDGET FOR THE CONTRACT (ABC)	Prepared by	Approved by
PHP 462,875.00	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 the Training Workshop on the Formulation of the Enhanced Local Climate Change Action Plan on October 24-26, 2018

TECHNICAL SPECIFICATIONS

1	October 23 - 27, 2018						[ ]	[ ]	
2	Venue:						[ ]	[ ]	
	a. Within Butuan City						[ ]	[ ]	
	b. Accessible to commuting public						[ ]	[ ]	
	c. Function Room can accommodate 79 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.						[ ]	[ ]	

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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						<input type="checkbox"/>	<input type="checkbox"/>	

**MEALS AND SNACK**

5	a. DAY 0 (November 12, 2018) DINNER - Rice, Chicken Sotanghon Soup, Pinakbet, Fried Fish (Not Dory), Fresh Fruits, and Softdrinks	69	PHP 325.00	✓			<input type="checkbox"/>	<input type="checkbox"/>	
	b. DAY 1 (November 13, 2018) BREAKFAST - Rice, Chicken Tocino, Mushroom and Cheese omelette and Juice	69	COMPLIMENTARY	✓			<input type="checkbox"/>	<input type="checkbox"/>	
	AM SNACK - Burger (BEEF) with Cheese, Chips, and Juice	79	PHP 100.00	✓			<input type="checkbox"/>	<input type="checkbox"/>	
	LUNCH - Rice, Shrimp Sinigang, Beef Steak, Grilled Boneless Bangus, No-pork Chopsuey, Maja Blanca, and Softdrinks	79	PHP 325.00	✓			<input type="checkbox"/>	<input type="checkbox"/>	

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	PM SNACK - Palagsing, Palitao, and Sikwate	79	PHP 100.00	✓			[ ]	[ ]	
	DINNER - Rice, Ginataang Bamboo Shoots with Shrimps, Beef Kare-Kare, Fried Chicken, Buko Pandan, and Softdrinks	79	PHP 325.00	✓			[ ]	[ ]	
	c. DAY 2 (October 25, 2018)								
	BREAKFAST - Rice, Corned Beef, Sunny-side-up Egg and Juice	69	COMPLIMENTARY	✓			[ ]	[ ]	
	AM SNACK - Tuna Sandwich, Chips with Iced Tea	79	PHP 100.00	✓			[ ]	[ ]	
	LUNCH - Rice, Nido with Quail Eggs Soup, Fried Vegetable Lumpia (Chicken/Beef), Chicken Adobo, Kinilaw (Malasugi), Fruits, with Softdrinks	79	PHP 325.00	✓			[ ]	[ ]	
	PM SNACK - Spaghetti, Sliced Bread with Juice	79	PHP 100.00	✓			[ ]	[ ]	
	DINNER - Rice, Sinigang na Hipon, Grilled Chicken, Ensaladang Talong, Beef Salpicao, Sweet Fruit Salad, with Softdrinks	79	PHP 325.00	✓			[ ]	[ ]	
	d. DAY 3 (October 26, 2018)								
	BREAKFAST - Rice, Dried Danggit, Scrambled Eggs, Itlog Maalat and Tomato Salad, and Juice	69	COMPLIMENTARY	✓			[ ]	[ ]	
	AM SNACK - Chocomoist Cake, and Softdrinks	79	PHP 100.00	✓			[ ]	[ ]	
	LUNCH - Rice, Beef Soup, Chicken Curry, Crab Meat, Fish Fillet (not Dory), Assorted Fresh Fruits, with Softdrinks	79	PHP 325.00	✓			[ ]	[ ]	
	PM SNACK - Puto Maya with Mango Wedges, and Chocolate Drink	79	PHP 100.00	✓			[ ]	[ ]	
	DINNER - Rice, Bird's Nest Soup, Fried Chicken, Beef Steak Tagalog, Chopsuey, Assorted Fresh Fruits, with Softdrinks	79	PHP 325.00	✓			[ ]	[ ]	

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ROOM ACCOMMODATION									
6	a. <b>Triple - Quadruple 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 23</b> )	69					[ ]	[ ]	
	Check-out at 12:00pm ( <b>Day 3, October 26</b> )	37					[ ]	[ ]	
	Check-out at 12:00pm ( <b>Day 4, October 27</b> )	32					[ ]	[ ]	
7	<i>Accommodation:</i>								
	Day 0 ( <b>October 23</b> ) with complimentary breakfast	69	PHP 1,000.00				[ ]	[ ]	
	Day 1 ( <b>October 24</b> ) with complimentary breakfast	69	PHP 1,000.00				[ ]	[ ]	
	Day 2 ( <b>October 25</b> ) with complimentary breakfast	69	PHP 1,000.00						
	Day 3 ( <b>October 26</b> ) with complimentary breakfast	32	PHP 1,000.00				[ ]	[ ]	
GRAND TOTAL									

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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 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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