



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 - 076
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	October 16, 2018
Office/End-User	Local Government Capability and Development Division (LGCD)D		
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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3. Price quotation(s) must be valid for 60 calendar days from date of submission.
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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 22, 2018 / 12:00 nn.**, 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 720,500.00	IMF 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 Agency Procurement Compliance and Performance Indicators on November 19 - 22, 2018

TECHNICAL SPECIFICATIONS									
1	November 18 - 23, 2018						[]	[]	
2	Venue:						[]	[]	
	a. Within Butuan City						[]	[]	
	b. Accessible to commuting public						[]	[]	
	c. Function Room can accommodate 100 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.						[]	[]	
	f. Free & Strong WIFI internet connection						[]	[]	

page 1 of 5

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 (November 18, 2018) DINNER - Rice, Tinolang Isda, Chicken Menudo, Ensaladang Talong, Fruits, and Softdrinks	20	PHP 325.00				[]	[]	
	b. DAY 1 (November 19, 2018) BREAKFAST - Rice, Tortang Talong, Boiled Egg, Fried Boneless Dried Danggit, Fresh Fruits, and Coffee	100	PHP 150.00				[]	[]	
	AM SNACK - Banana Cue / Camote Cue and Peanuts, and Fruit Juice	100	PHP 100.00				[]	[]	
	LUNCH - Rice, Pork Sinigang, Steamed Vegetables (Camote Leaves, Okra, Talong), Grilled Fish, Fruit Salad, and Fruit Juice	100	PHP 325.00				[]	[]	
	PM SNACK - Cassava Cake, and Lemon Jucie	100	PHP 100.00				[]	[]	

page 2 of 5

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				QTY	Unit Price	Total Price			
	DINNER - Rice, Molo Soup, Pinakbet with Chicharon, Kare-Kare, Fresh Fruits, and Softdrinks c. DAY 2 (November 20, 2018)	100	PHP 325.00				[]	[]	
	BREAKFAST - Rice, Tuna Paksiw, Scrambled Egg, Fresh Fruits, and Hot Chocolate (Tableya)	100	PHP 150.00				[]	[]	
	AM SNACK - Pancit Canton, and Fruit Juice	100	PHP 100.00				[]	[]	
	LUNCH - Rice, Nilagang Baka Binagoongang Talong, Sweet and Sour Fish, Buko Pandan, and Fruit Juice	100	PHP 325.00				[]	[]	
	PM SNACK - Puto Maya with Mango, and Hot Chocolate (Tableya)	100	PHP 100.00				[]	[]	
	DINNER - Rice, Sinigang na Isda, Fish with Black Beans, Beef Chopsuey, Fresh Fruits, Fruit Juice d. DAY 3 (November 21, 2018)	100	PHP 325.00				[]	[]	
	BREAKFAST - Rice, Dried Danggit, Scrambled Eggs, Itlog Maalat and Tomato Salad, and Juice	100	PHP 150.00				[]	[]	
	AM SNACK - Arroz Caldo, and Fruit Juice	100	PHP 100.00				[]	[]	
	LUNCH - Rice, Pocherong Baka, Vegetable Ginataan, Fish Steak, Leche Flan, Lemon Jucie	100	PHP 325.00				[]	[]	
	PM SNACK - Fresh Lumpia, and Lemon Jucie	100	PHP 100.00				[]	[]	
	DINNER - Rice, Tinolang Isda, Grilled Chicken, Stir Fry Shrimp with Vegetables, Fruit Salad, Fresh Fruits e. DAY 4 (November 22, 2018)	100	PHP 325.00				[]	[]	
	BREAKFAST - Rice, Chorizo, Fried Dried Fish, Fruits, and Coffee	100	PHP 150.00				[]	[]	
	AM SNACK - Maja Blanca, and Fruit Juice	100	PHP 100.00				[]	[]	

page 3 of 5

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	LUNCH - Rice, Bird's Nest Soup, Fish Kinilaw, Grilled Pork, Macaroni Salad, and Fruit Juice	100	PHP 325.00				[]	[]	
	PM SNACK - Ube Cake Roll, and Lemon Juice	100	PHP 100.00				[]	[]	
	DINNER - Rice, Sinigang na Hipon, Mongolian Beef, Tofu and Broccoli Stir-fry, Fresh Fruits, Softdrinks	20	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						[]	[]	
	d. Check-in and Check-out Time:								
	Check-in at 2:00pm (Day 0, November 18)	20					[]	[]	
	Check-in at 2:00pm (Day 1, November 19)	80					[]	[]	
	Check-out at 12:00pm (Day 4, November 22)	80					[]	[]	
	Check-out at 12:00pm (Day 5, November 23)	20					[]	[]	
7	Accommodation:								
	Day 0 (November 18)	20	PHP 1,000.00				[]	[]	
	Day 1 (November 19)	100	PHP 1,000.00				[]	[]	
	Day 2 (November 20)	100	PHP 1,000.00						
	Day 3 (November 21)	100	PHP 1,000.00				[]	[]	
	Day 4 (November 22)	20	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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