

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Region XIII (Caraga Region) Butuan City

Name of Procuring Entity:	DILG	RFQ No. :	2018 - 004
		Date: February 7, 2018	
Office/End-User:	LGCDD		
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:

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| <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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 February 12, 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. |
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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 188,500.00	Prepared by (SGD) IMI LOUDA B. ESPINA BAC Secretariat	Approved by (SGD) CHARISSA T. GUERTA BAC Chairperson
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Item No.	ITEM DESCRIPTION	QTY	Approved Budget for the Contract	Offer					Remarks
				Price			Compliance with Technical Specifications (please check)		
				QTY	Unit Price	Total Price	Yes	No	
	AM SNACKS - Hawaiian Burger, with Individual Canned Juice	50 pax					[]	[]	
	LUNCH - Rice, Bird's Nest Soup, Garlic Shrimps, Beef Steak, Caesar Salad, Buko Pandan, and Iced Tea	50 pax					[]	[]	
	PM SNACKS - Clubhouse Sandwich with Chips, and Fresh Fruit Shake	50 pax					[]	[]	
	DINNER - Rice, Egg Drop Soup, Pork Adobo, Hot and Spicy Fried Chicken, Four Seasons, Assorted Fruits, Leche Flan, and Softdrinks	45 pax					[]	[]	
	6.c Water dispenser and glasses, Free-flowing coffee, and Hot Chocolate or Milk available at the conference hall.						[]	[]	
	6.d Meals ready at 6:30am / 12:00nn / 5:30pm						[]	[]	
	7. Parking space						[]	[]	
	8.a Conference room						[]	[]	
	8.b Four (4) whiteboard markers						[]	[]	
	8.c Light, ventilation, and full airconditioning						[]	[]	
	8.d Water supply and toilet						[]	[]	
	8.e Standby generator in case of power failure						[]	[]	
	8.f Free & Strong wifi internet connection						[]	[]	
	8.g Table and Chair Arrangement for Participants and Presidential Table						[]	[]	
	8.h Information / Secretariat Table						[]	[]	
	8.i Philippine flag, Podium, Backdrop and Welcome Streamer (4" X 8") (design c/o procuring entity)						[]	[]	
	8.j Two (2) Wireless and Three (3) Wired Microphones						[]	[]	
	8.k One Projector Screen						[]	[]	

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Warranty _____

Price Validity _____

After having carefully read and accepted your General Conditions, I / WE quote you on the item(s) at prices noted above.

Printed Name / Signature / Date

Tel. No. / Cellphone No.

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		Date: February 7, 2018	
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				Price			Compliance with Technical Specifications (please check)		
				QTY	Unit Price	Total Price	Yes	No	
	9. Room Accommodation						[]	[]	
	8.j Two (2) Wireless and Three (3) Wired Microphones						[]	[]	
	8.k One Projector Screen						[]	[]	
	9. Room Accommodation:						[]	[]	
	9.a Triple sharing, fully airconditioned with television, T&B with soap, shampoo, and towel						[]	[]	
	9.b Complimentary room for secretariat						[]	[]	
	9.c Billeting within the hotel premises						[]	[]	
	9.d Check-in and Check-out Time:								
	Check-in at 2:00pm (Day 0, February 13)						[]	[]	
	Check-out at 12:00pm (Day 3, February 16)						[]	[]	
	9.e Accommodation:								
	(Triple Sharing Room with Complimentary Breakfast and One Extra Room for the Secretariat with Complimentary breakfast)						[]	[]	
	Day 0 (February 13, 2018)	20 pax					[]	[]	
	Day 1 (February 14, 2018)	48 pax					[]	[]	
	Day 2 (February 15, 2018)	32 pax					[]	[]	
	<i>Note: Room Assignment will be based on actual number of participants</i>								
	NOTE: 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						[]	[]	

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