

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Region XIII (Caraga Region) Butuan City

Name of Procuring Entity:	DILG	RFQ No. :	<b>2018 - 009</b>
		Date: March 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:**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Bidders shall provide correct and accurate information required in this form.</li> <li>2. Bidders shall quote for ALL items.</li> <li>3. Price quotation(s) must be valid for 60 calendar days from date of submission.</li> <li>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</li> <li>5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>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.</li> <li>7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>12. Only quotations submitted on or before <b>March 12, 2018 / 12:00 p.m.</b>, the deadline, shall be accepted.</li> <li>13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</li> </ol> |
|---|---|

APPROVED BUDGET FOR THE CONTRACT (ABC):	Prepared by	Approved by
<b>PHP 361,600.00</b>	(SGD) IMI LOUDA B. ESPINA BAC Secretariat Member	(SGD) RAY GREGORY F. JARANILLA BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	Offer			Compliance with Technical Specifications (please check)		Remarks
				Price			Yes	No	
				QTY	Unit Price	Total Price			
1	<b>Meals and Accommodation for the Conduct of the Mindanao Cluster Training of LRLs on the 2018 CSIS Implementation on March 20-23, 2018</b>								
	<b>Technical Specifications:</b> 1. <b>March 20 - 23, 2018</b> 2. Venue: 2.a Within <b>Butuan City</b> 2.b Accessible to commuting public 2.c Function Room can accommodate <b>64</b> participants 2.d Hotel rooms can accommodate <b>3 - 4 guests</b> 2.e Function Hall, Accommodation, and Parking Space located in the same compound 2.f Dedicated parking spaces enough to accommodate expected participants 3. <b>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</b> 4. Meals and Snack: <b>4.a DAY 0 (March 20, 2018)</b> <b>LUNCH</b> - Rice, Nilagang Baka, Grilled Tuna Belly, Buttered Vegetables, Buko Pandan, and Softdrinks <b>PM SNACKS</b> - 2-pc Beef or Chicken Empanada, with Fresh Calamansi Juice <b>DINNER</b> - Rice, Chicken Sotanghon Soup, Steamed Veggies (String Beans, Eggplant, Kangkong) with Bangoong Dip, Fried Fish (Not Dory), Fresh Fruits, and Softdrinks page 1 of 4								
		10	PHP 325.00				[ ]	[ ]	
		15	PHP 100.00				[ ]	[ ]	
		67	PHP 325.00				[ ]	[ ]	

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.

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

Region XIII (Caraga Region) Butuan City

Name of Procuring Entity:	DILG	RFQ No. :	<b>2018 - 009</b>
		Date: March 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:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Bidders shall provide correct and accurate information required in this form.</li> <li>2. Bidders shall quote for ALL items.</li> <li>3. Price quotation(s) must be valid for 60 calendar days from date of submission.</li> <li>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</li> <li>5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>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.</li> <li>7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>12. Only quotations submitted on or before March 12, 2018 / 12:00 p.m., the deadline, shall be accepted.</li> <li>13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</li> </ol> |
|---|--|

APPROVED BUDGET FOR THE CONTRACT (ABC):	Prepared by	Approved by
<b>PHP 361,600.00</b>	(SGD) IMI LOUDA B. ESPINA BAC Secretariat Member	(SGD) RAY GREGORY F. JARANILLA BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	Offer					Remarks
				Price			Compliance with Technical Specifications (please check)		
				QTY	Unit Price	Total Price	Yes	No	
	<b>4.b DAY 1 (March 21, 2018)</b>								
	<b>BREAKFAST</b> - Rice, Chicken Tocino, Mushroom and Cheese omelette and Juice	62	<i>complimentary</i>						
	<b>AM SNACKS</b> - Burger (BEEF) with Cheese, Chips, and Juice	67	<b>PHP 100.00</b>				[ ]	[ ]	
	<b>LUNCH</b> - Rice, Shrimp Sinigang, Beef Steak, Grilled Boneless Bangus, No-pork Chopsuey, Maja Blanca, and Softdrinks	67	<b>PHP 325.00</b>				[ ]	[ ]	
	<b>PM SNACKS</b> - Palagsing, Palitao, and Sikwate	67	<b>PHP 100.00</b>				[ ]	[ ]	
	<b>DINNER</b> - Rice, Ginataang Bamboo Shoots with Shrimps, Beef Kare-Kare, Fried Chicken, Buko Pandan, and Softdrinks	67	<b>PHP 325.00</b>				[ ]	[ ]	
	<b>4.c DAY 2 (March 22, 2018)</b>								
	<b>BREAKFAST</b> - Rice, Beef Tapa, Tortang Talong, and Fresh Juice	62	<i>complimentary</i>						
	<b>AM SNACKS</b> - Egg Pie, with Bottled Iced Tea and 500ml Bottled Water	67	<b>PHP 100.00</b>				[ ]	[ ]	
	<b>LUNCH</b> - Rice, Nido with Quail Eggs Soup, Fried Vegetable Lumpia (Chicken/Beef), Chicken Adobo, Kinilaw (Malasugi), Fruits, with Softdrinks	67	<b>PHP 325.00</b>				[ ]	[ ]	
	<b>PM SNACKS</b> - Cookie Monster Cake, with Juice	67	<b>PHP 100.00</b>				[ ]	[ ]	
	<b>DINNER</b> - Rice, Sinigang na Hipon, Grilled Chicken, Ensaladang Talong, Beef Salpicao, Sweet Fruit Salad, with Softdrinks	67	<b>PHP 325.00</b>				[ ]	[ ]	
	<b>4.d DAY 3 (March 23, 2018)</b>								
	<b>BREAKFAST</b> - Rice, Dried Danggit, Scrambled Eggs, Itlog Maalat and Tomato Salad, and Juice	62	<i>complimentary</i>						
	<b>AM SNACKS</b> - Chocomoist Cake, and Softdrinks	67	<b>PHP 100.00</b>				[ ]	[ ]	

page 2 of 4

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.

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

Region XIII (Caraga Region) Butuan City

Name of Procuring Entity:	DILG	RFQ No. :	<b>2018 - 009</b>
		Date: March 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:**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Bidders shall provide correct and accurate information required in this form.</li> <li>2. <b>Bidders shall quote for ALL items.</b></li> <li>3. Price quotation(s) must be valid for 60 calendar days from date of submission.</li> <li>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</li> <li>5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>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.</li> <li>7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>12. Only quotations submitted on or before March 12, 2018 / 12:00 p.m., the deadline, shall be accepted.</li> <li>13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</li> </ol> |
|--|--|

APPROVED BUDGET FOR THE CONTRACT (ABC):	Prepared by	Approved by
<b>PHP 361,600.00</b>	(SGD) IMI LOUDA B. ESPINA BAC Secretariat Member	(SGD) RAY GREGORY F. JARANILLA BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	Offer					Remarks
				Price			Compliance with Technical Specifications (please check)		
				QTY	Unit Price	Total Price	Yes	No	
	LUNCH - Rice, Beef Soup, Chicken Curry, Crab Meat, Fish Fillet, Assorted Fresh Fruits, with Softdrinks	67	PHP 325.00				[ ]	[ ]	
	PM SNACKS - Puto Maya with Mango Wedges, and Chocolate Drink	67	PHP 100.00				[ ]	[ ]	
	4.e Water dispenser and glasses, <b>Free-flowing coffee (with creamer and sugar), and Tea</b> available at the conference hall.						[ ]	[ ]	
	4.f Meals ready at 6:30am / 12:00nn / 5:30pm						[ ]	[ ]	
	4.g <b>NO PORK</b> ingredient or derivatives in Menu						[ ]	[ ]	
	4.h Avoid using PLASTIC drinking straws						[ ]	[ ]	
	<b>4.g AM Snacks of DAY 2 (MARCH 22, 2018) to be prepared by 7:30am (PACKED; preferably served in cardboard boxes; avoid styrofoam)</b>						[ ]	[ ]	
	6. Functionality:								
	6.a Conference room						[ ]	[ ]	
	6.b Four (4) whiteboard markers						[ ]	[ ]	
	6.c Light, ventilation, and full airconditioning						[ ]	[ ]	
	6.d Water supply and toilet						[ ]	[ ]	
	6.e Standby generator in case of power failure						[ ]	[ ]	
	<b>6.f Free &amp; Strong WIFI internet connection</b>						[ ]	[ ]	
	6.g Table and chair arrangement for participants and Presidential Table						[ ]	[ ]	
	6.h Information / Secretariat Table						[ ]	[ ]	
	6.i Philippine flag, podium, backdrop and Welcome Streamer (4" X 8") (design c/o procuring entity)						[ ]	[ ]	
	6.k One (1) Projector Screen						[ ]	[ ]	
	6.l Extension Wires to accommodate at least twelve (12) Laptops						[ ]	[ ]	

page 3 of 4

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.

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

Region XIII (Caraga Region) Butuan City

Name of Procuring Entity:	DILG	RFQ No. :	<b>2018 - 009</b>
		Date: March 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:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Bidders shall provide correct and accurate information required in this form.</li> <li>2. Bidders shall quote for ALL items.</li> <li>3. Price quotation(s) must be valid for 60 calendar days from date of submission.</li> <li>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</li> <li>5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>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.</li> <li>7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>12. Only quotations submitted on or before March 12, 2018 / 12:00 p.m., the deadline, shall be accepted.</li> <li>13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</li> </ol> |
|---|--|

APPROVED BUDGET FOR THE CONTRACT (ABC):	Prepared by	Approved by
<b>PHP 361,600.00</b>	(SGD) IMI LOUDA B. ESPINA BAC Secretariat Member	(SGD) RAY GREGORY F. JARANILLA BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	Offer					Remarks
				Price			Compliance with Technical Specifications (please check)		
				QTY	Unit Price	Total Price	Yes	No	
	6.m Two (2) wireless and three (3) Wired Microphones						[ ]	[ ]	
	7. Room Accommodation:						[ ]	[ ]	
	7.a <b>Triple to Quadruple sharing</b> , fully airconditioned with television, T&B with soap, shampoo, and towel						[ ]	[ ]	
	<b>7.b One (1) extra room for Secretariat with complimentary breakfast</b>						[ ]	[ ]	
	7.c Billeting within the hotel premises						[ ]	[ ]	
	7.d Check-in and Check-out Time:						[ ]	[ ]	
	Check-in at 2:00pm (Day 0, March 20)						[ ]	[ ]	
	Check-out at 12:00pm (Day 3, March 23)						[ ]	[ ]	
	8.e Accommodation:						[ ]	[ ]	
	Day 0 (March 20, 2018) with complimentary breakfast	62	PHP 1,000.00				[ ]	[ ]	
	Day 1 (March 21, 2018) with complimentary breakfast	62	PHP 1,000.00				[ ]	[ ]	
	Day 2 (March 22, 2018) with complimentary breakfast	62	PHP 1,000.00				[ ]	[ ]	
	<i>Note: Room Assignment may be based on actual number of participants</i>								
				<b>GRAND TOTAL</b>					
	<b>NOTE: In order to be eligible for this procurement, suppliers /service providers must submit, together with the quotation/proposal the following eligibility requirements</b>								
	<b>1. Applicable Registration Certificate, any of the following:</b>						[ ]	[ ]	
	a) SEC Registration Certificate for Corporations						[ ]	[ ]	
	b) DTI Registration Certificate for Sole Proprietorship						[ ]	[ ]	
	c) Cooperative Development Authority Registration Certificate for Cooperatives						[ ]	[ ]	
	<b>2. Valid Business Permit</b>						[ ]	[ ]	
	<b>3. Valid PhilGEPS Registration Certificate</b>						[ ]	[ ]	

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.