

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 - 001 |
|                           |      | Date: January 10, 2018 |            |
| Office/End-User:          | FAD  |                        |            |
| 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:**

- |   |   |
|---|---|
| <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. <b>Bidders shall quote for ALL items.</b></p> <p>3. Price quotation(s) must be valid for 60 calendar days from date of submission.</p> <p>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</p> <p>5. Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.</p> <p>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.</p> <p>7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</p> <p>8. The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.</p> | <p>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.</p> <p>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.</p> <p>12. Only <b>quotations</b> submitted on or before <b>January 15, 2018 / 12:00 p.m.</b>, the deadline, shall be accepted.</p> <p>13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.</p> |
|---|---|

|   |  |
|---|--|
| <b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b><br><br>PHP 93,500.00 | (SGD) <b>CHARISSA T. GUERTA</b><br>BAC Chairperson |
|---|--|

| 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 |
| 1        | <b>Meals and Accommodation for the Official Use During the Conduct of Internal Quality Audit of DILG 13 QMS-ISO 9001:2015 on January 16-19, 2018</b><br><br><b>Technical Specifications:</b><br>1. <b>January 16-20, 2018</b><br>2. Within <b>Butuan City</b><br>3. Accessible to commuting public<br>4. Function Room can accommodate <b>35</b> participants<br>5. Hotel rooms can accommodate <b>2</b> guests<br>6. Meals, snacks and venue:<br><b>6.a DAY 1 (January 16, 2018)</b><br><b>AM SNACKS</b> - Grilled Ham and Cheese Sandwich, and Iced Tea<br><b>LUNCH</b> - Rice, Beef Kare-Kare, Grilled Fish, Chicken Salad with Apples, and Softdrinks<br><b>PM SNACKS</b> - Eggpie, and Buko Juice<br><b>DINNER</b> - Rice, Stir-fried Beef with Oyster Sauce, Fried Bangus, Pork Sinigang, Fruits, and Softdrinks<br><b>6.b DAY 2 (January 17, 2018)</b><br><b>AM SNACKS</b> - Carrot Cake, and Melon Juice<br><b>LUNCH</b> - Rice, Sweet and Sour Fish, Pork Steak Fruits, and Softdrinks<br><b>PM SNACKS</b> - Burger with Tomato, Lettuce, and Cheese, and Iced Tea<br><b>DINNER</b> - Rice, Chopsuey, Pork Nilaga, Spring Chicken, Macaroni Salad, Fruits, and Softdrinks<br><b>6.c DAY 3 (January 18, 2018)</b><br><b>AM SNACKS</b> - Spaghetti with Toasted Bread, and Softdrinks<br><br>page 1 of 3 |     | 93,500.00                        |       |            |             |   |         |    |

|          |                |
|----------|----------------|
| 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.        |

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**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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|                           |      | Date: January 10, 2018 |            |
| Office/End-User:          | FAD  |                        |            |
| Company Name              |      |                        |            |
| Address                   |      |                        |            |
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| PhilGEPS Registration No. |      |                        |            |

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**APPROVED BUDGET FOR THE CONTRACT (ABC):**

PHP 93,500.00

(SGD) **CHARISSA T. GUERTA**  
 BAC Chairperson

| 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  |         |
|          | LUNCH - Rice, Beef Campto, Grilled Tuna Belly, Chicken-Sotanghon Soup, Fruits and Softdrinks                            | 29 pax |                                  |       |            |             | [ ]   | [ ] |         |
|          | PM SNACKS - Siopao Asado, and Juice   | 22 pax |                                  |       |            |             | [ ]   | [ ] |         |
|          | DINNER - Rice, Crispy Pata, Sinigang na Hipon, Pinakbet, Mango Float, and Softdrinks                                    | 22 pax |                                  |       |            |             | [ ]   | [ ] |         |
|          | <b>6.d DAY 4 (January 19, 2018)</b>   |        |                                  |       |            |             |   |     |         |
|          | AM SNACKS - Clubhouse Sandwich, and Softdrinks  | 35 pax |                                  |       |            |             | [ ]   | [ ] |         |
|          | LUNCH - Rice, Chicken Barbecue, Chinese Humba, Fish Tinola, Fresh Fruits, and Softdrinks                                | 35 pax |                                  |       |            |             | [ ]   | [ ] |         |
|          | PM SNACKS - Tuna Sandwich, and Juice  | 35 pax |                                  |       |            |             | [ ]   | [ ] |         |
|          | <b>6.e Water dispenser and glasses, Free-flowing coffee and Hot Chocolate or Milk available at the conference hall.</b> |        |                                  |       |            |             | [ ]   | [ ] |         |
|          | 6.f Meals ready at 9:30am / 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  |        |                                  |       |            |             | [ ]   | [ ] |         |
|          | <b>8.f Free &amp; Strong wifi internet connection</b>   |        |                                  |       |            |             | [ ]   | [ ] |         |
|          | 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  |        |                                  |       |            |             | [ ]   | [ ] |         |
|          | 9. Room Accommodation   |        |                                  |       |            |             | [ ]   | [ ] |         |

page 2 of 3

**Warranty** \_\_\_\_\_

**Price Validity** \_\_\_\_\_

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 Printed Name / Signature / Date

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|----------|---|-------|----------------------------------|-------|------------|-------------|---|-----|---------|--|
|          |   |       |                                  | Price |            |             | Compliance with Technical Specifications (please check) |     |         |  |
|          |   |       |                                  | QTY   | Unit Price | Total Price | Yes   | No  |         |  |
|          | 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, January 16)  |       |                                  |       |            |             | [ ]   | [ ] |         |  |
|          | Check-out at 12:00pm (Day 5, January 20)  |       |                                  |       |            |             | [ ]   | [ ] |         |  |
|          | 9.e Accommodation:  |       |                                  |       |            |             |   |     |         |  |
|          | (Double Sharing Room with Complimentary Breakfast and One (1) Extra Room for the Secretariat with Complimentary breakfast)  |       |                                  |       |            |             | [ ]   | [ ] |         |  |
|          | Day 1 (January 16, 2018)  | 2 pax |                                  |       |            |             | [ ]   | [ ] |         |  |
|          | Day 2 (January 17, 2018)  | 2 pax |                                  |       |            |             | [ ]   | [ ] |         |  |
|          | Day 3 (January 18, 2018)  | 2 pax |                                  |       |            |             | [ ]   | [ ] |         |  |
|          | Day 4 (January 19, 2018)  | 2 pax |                                  |       |            |             | [ ]   | [ ] |         |  |
|          | 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  |       |                                  |       |            |             | [ ]   | [ ] |         |  |

page 3 of 3

Warranty

Price Validity

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