



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.:	2019 - 030
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	May 24, 2019
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.

**TERMS AND CONDITIONS:**

- Bidders shall provide correct and accurate information required in this form.
- Bidders shall quote for ALL items.
- Price quotation(s) must be valid for 60 calendar days from date of submission.
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- Quotation(s) exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The DILG shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
- 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.
- 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
<b>PHP 315,000.00</b>	IMN LOUDA B. ESPINA BAC Secretariat	RAY GREGORY F. JARANILLA BAC Chairperson

Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	Price			Compliance with Technical Specifications (please check)		Remarks
				QTY	Unit Price	Total Price	Yes	No	

**PURPOSE:**

**Meals and Accommodation for the Conduct of Anti-Illegal Drugs Information System (AIDIS) Regional Training Roll-out for Drug Related Data Integration and Generation System (DRDIGS) on June 4 - 7, 2019**

**TECHNICAL SPECIFICATIONS**

1	<b>June 4 - 8, 2019</b>								
2	Venue:								
	a. Within <b>Butuan City</b>						[ ]	[ ]	
	b. Accessible to commuting public						[ ]	[ ]	
	c. Function Room can accommodate <b>55</b> participants						[ ]	[ ]	
	d. Hotel rooms can accommodate <b>3 - 4 guests</b>						[ ]	[ ]	
	e. Function Hall, Accommodation, and Parking Space located in the same compound						[ ]	[ ]	
	f. Dedicated parking spaces enough to accommodate expected participants						[ ]	[ ]	
	<b>g. Avoid using PLASTIC drinking straws and stirrer</b>						[ ]	[ ]	
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						[ ]	[ ]	
	<b>f. Free &amp; Stable Internet Connectivity to accommodate 55 users simultaneously</b>						[ ]	[ ]	
	g. Information / Secretariat Table(s)						[ ]	[ ]	

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Warranty

Price Validity

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4	h. Table and chair arrangement for participants and Presidential Table						[ ]	[ ]	
	i. Philippine flag, Podium, Backdrop and Welcome Streamer (4" X 8") (design c/o procuring entity)						[ ]	[ ]	
	j. Two (2) Units of Projector and Projector Screen						[ ]	[ ]	
	k. Extension Wires to accommodate laptops and others						[ ]	[ ]	
	l. Audio System with at least 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. Include PEANUTS AND CANDIES in between meals, Water dispenser and glasses, FREE-FLOWING BREWED COFFEE (with creamer and sugar), and TEA available at the conference hall.						[ ]	[ ]	
	b. Meals ready at 6:30am / 11:30am / 6:00pm						[ ]	[ ]	
	c. Day 1 (June 4, 2019)						[ ]	[ ]	
	LUNCH: Rice, Chicken Tinola, Spicy Beef Spareribs, Kinilaw, No-pork Chopsuey, Mango Float and Softdrinks	15	PHP 325.00				[ ]	[ ]	
	DINNER: Rice, Pork barbecue, Chicken Curry, Tinolang tuna, Macaroni Salad, Softdrinks	15	PHP 325.00				[ ]	[ ]	

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	d. Day 2 (June 5, 2019)								
	AM SNACK: Sotanghon with bread and cucumber juice	55	PHP 100.00				[ ]	[ ]	
	LUNCH: Rice, Pork Humba, Grilled Chicken, Shrimp Sinigang, Buko Pandan and Softdrinks	55	PHP 325.00				[ ]	[ ]	
	PM SNACKS: Baked Macaroni and sliced toast with pineapple juice	55	PHP 100.00				[ ]	[ ]	
	DINNER: Baked Macaroni and sliced toast with pineapple juice	55	PHP 325.00				[ ]	[ ]	
	e. Day 3 (June 6, 2019)								
	AM SNACK: Ham and Cheese Sandwich, chips and iced tea	55	PHP 100.00				[ ]	[ ]	
	LUNCH: Ginataang bamboo shoots with shrimps, beef tadyang, grilled fish, leche flan, rice and softdrinks	55	PHP 325.00				[ ]	[ ]	
	PM SNACKS: Chocomoist cake and fresh Lemon juice	55	PHP 100.00				[ ]	[ ]	
	DINNER: Rice, Grilled Tuna Belly, Beef Tadyang, Garden Salad, Softdrinks and Fresh fruits	55	PHP 325.00				[ ]	[ ]	
	f. Day 4 (June 7, 2019)								
	AM SNACK: Cassava Cake and Fruit Juice	55	PHP 100.00				[ ]	[ ]	
	LUNCH: Rice, Corn Soup, Garlic fried Chicken, Pork Adobo, Mango Float and Softdrinks	55	PHP 325.00				[ ]	[ ]	
	PM SNACKS: Fresh Lumpia and Lemon Juice	55	PHP 100.00				[ ]	[ ]	
	DINNER: Rice, Sinigang na Hipon, Grilled Chicken, Beef Steak, Sweet fruit salad, with Softdrinks	55	PHP 325.00				[ ]	[ ]	

ROOM ACCOMMODATION									
6	a. Triple Sharing, fully airconditioned with television, T&B with soap, shampoo, and towel						[ ]	[ ]	

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7	b. Billeting within the hotel premises						[ ]	[ ]	
	c. Room Assignment based on actual number of participant(s) and gender, with option for early check-in						[ ]	[ ]	
	d. No double-deck or bunk beds for guests								
	d. Check-in and Check-out Time:								
	Check-in at 2:00pm (Day 1, June 4)	15					[ ]	[ ]	
	Check-in at 2:00pm (Day 2, June 5)	35					[ ]	[ ]	
	Check-out at 12:00pm (Day 5, June 8)	50					[ ]	[ ]	
	Accommodation:								
	Day 1 (June 4) with complimentary breakfast	15	PHP 1,000.00				[ ]	[ ]	
	Day 2 (June 5) with complimentary breakfast	50	PHP 1,000.00				[ ]	[ ]	
	Day 3 (June 6) with complimentary breakfast	50	PHP 1,000.00				[ ]	[ ]	
	Day 4 (June 7) with complimentary breakfast	50	PHP 1,000.00				[ ]	[ ]	
				GRAND TOTAL					

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								
2	Valid Business Permit								
	Valid PhilGEPS Registration Certificate								
3	Income / Business Tax Return								
4	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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