



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.:	2019-026
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	April 24, 2019
Office/End-User	Local Government Capability and Development Division (LG added)		
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:**
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.
  9. 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.
  10. 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.
  11. Only quotations submitted on or before **April 29, 2019 / 4:00 pm.**, the deadline, shall be accepted.
  12. 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)  <b>PHP 301,750.00</b>	Prepared by  <b>KRISTINE JEANE E. FORSUELO</b> BAC Secretariat Member	Approved by  <b>RAY GREGORY F. YARANILLA</b> BAC Chairperson
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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 Orientation and Dialogue on Executive Order (EO) No.70 for Local Officials on May 8-9, 2019.

**TECHNICAL SPECIFICATIONS**

1	MAY 8 & 9, 2019								
2	Venue: a. Within Butuan City d. Avoid using PLASTIC drinking straws c. Meals ready at 6:00am / 9:00am /11:30am / 5:00pm						[ ]	[ ]	
3	Amenable to adjustments of FOOD when actual number of participant turnout is less than expected; Up to 20% of total number of participants in quotation						[ ]	[ ]	

**MEALS AND SNACK**

4	a. Day 1 (MAY 8, 2019)  BREAKFAST - rice, bacon strips, beef tapa, sunny side-up egg, fresh fruits, hot chocolate (tablea) AM SNACK - large clubhouse sandwich with chips and iced tea LUNCH - rice, shrimp sinigang, pork humba, fried boneless bangus, sauteed vegetables with tofu, frash fruits and softdrinks PM SNACK -lasagna with garlic toasted bread and canned juice DINNER - rice, bulalo, chicken inasal, crispy fried tilapia sticks, pork chopsuey, buko pandan and softdrinks	50 370 370 370 100	PHP 150.00 PHP 100.00 PHP 325.00 PHP 100.00 PHP 325.00				[ ] [ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ] [ ]	
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Warranty	Price Validity
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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



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Office/End-User	Local Government Capability and Development Division (LGCDD)		
Company Name			
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Item	ITEM DESCRIPTION	QTY	ABC Per Item	Offer			Compliance with Technical Specifications (please check)		Remarks
				Price			Yes	No	
				QTY	Unit Price	Total Price			
5	b. DAY 2 (MAY 9, 2019) AM SNACK - large clubhouse sandwich with chips and iced tea	100	PHP 100.00				[ ]	[ ]	
	LUNCH - rice, shrimp sinigang, chicken cordon bleu, steamed fish with tausi and bok choy, sauteed vegetables with tofu, fresh fruits, with softdrinks	100	PHP 325.00				[ ]	[ ]	
	PM SNACK - lasagna with garlic toasted bread and canned juice	100	PHP 100.00				[ ]	[ ]	
	a. Water dispenser and glass available at the conference hall. b. Free flowing brewed coffee/tea with cream and sugar from morning to afternoon and serving of peanuts and candies in between meals						[ ]	[ ]	
<b>ROOM ACCOMMODATION</b>									
6	a. Triple 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 1, MAY 8, 2019) Check-out at 12:00pm (Day 2, MAY 9, 2019) Accommodation: Day 1 (MAY 8, 2019)	15 15 15	PHP 1,000.00				[ ] [ ] [ ]	[ ] [ ] [ ]	
				<b>GRAND TOTAL</b>					

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Warranty | \_\_\_\_\_

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				Price			Yes	No	
				QTY	Unit Price	Total Price			
	<b>TOTAL</b>								

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 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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