



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 - 020 |
| Name of Procuring Entity | DILG Region XIII (Caraga Region) | Date: | March 11, 2019 |
| Office/End-User | Finance and Administrative Division (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:

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- Only quotations submitted on or before **March 15, 2019 / 12:00 nn.**, the deadline, shall be accepted.
- 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) | Prepared by | Approved by |
| PHP 71,700.00 | IMI LOUDA B. ESPINA BAC Secretariat | RAY GREGORY F. JARANILLA BAC Chairperson |

| 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 Regional Workshop on the Compliance of ISO Audit Findings on March 20 - 21, 2019

TECHNICAL SPECIFICATIONS

| | | | | | | | | | |
|---|---|--|--|--|--|--|-----|-----|--|
| 1 | March 20 - 21, 2019 | | | | | | | | |
| 2 | Venue: | | | | | | | | |
| | a. Within Butuan City | | | | | | [] | [] | |
| | b. Accessible to commuting public | | | | | | [] | [] | |
| | c. Function Room can accommodate 42 participants | | | | | | [] | [] | |
| | d. Hotel rooms can accommodate 3 guests | | | | | | [] | [] | |
| | e. Function Hall, Accommodation, and Parking Space located in the same compound | | | | | | [] | [] | |
| | f. Dedicated parking spaces enough to accommodate expected participants | | | | | | [] | [] | |
| | g. Avoid using PLASTIC drinking straws and stirrer | | | | | | [] | [] | |
| | h. Meals ready at 6:30am / 11:30am / 6:00pm | | | | | | [] | [] | |
| 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 | | | | | | [] | [] | |
| | f. Free & Strong WIFI internet connection | | | | | | [] | [] | |
| | g. Information / Secretariat Table(s) | | | | | | [] | [] | |

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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 | |
| 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. One (1) Projector Screen | | | | | | [] | [] | |
| | k. Extension Wires to accomodate laptops and others | | | | | | [] | [] | |
| | l. 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 inbetween meals, Water dispenser and glasses, FREE-FLOWING BREWED COFFEE (with creamer and sugar), and TEA available at the conference hall. | | | | | | [] | [] | |
| | a. Day 0 (March 20, 2019) | | | | | | | | |
| | LUNCH: Rice, Bird's Nest Soup, Beef with Mushroom, Crebmeat, Pinakbet, Mango Float, and Softdrinks | 42 | PHP 350.00 | | | | [] | [] | |
| | PM SNACKS: Puto Maya with Mango, Tsokolate | 42 | PHP 100.00 | | | | [] | [] | |
| | DINNER: Rice, Buttered Chicken, Tinolang Isda, Eggplant Salad, Fruits, and Softdrinks | 42 | PHP 350.00 | | | | [] | [] | |
| | b. Day 1 (March 21, 2019) | | | | | | | | |
| | AM SNACKS: Apple and Orange Fruits, with Crackers | 42 | PHP 100.00 | | | | [] | [] | |

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| | | | | Price | | | Compliance with Technical Specifications (please check) | | |
| | | | | QTY | Unit Price | Total Price | Yes | No | |
| | LUNCH: Rice, Vegie Soup, Lechon Kawali, Tuna Fillet, Four Seasons, and Pineapple Fruits | 42 | PHP 350.00 | | | | [] | [] | |
| | PM SNACKS: Rice Bibingka, with Coffee | 42 | PHP 100.00 | | | | [] | [] | |

ROOM ACCOMMODATION

| | | | | | | | | | |
|---|---|----|--------------|-------------|--|--|-----|-----|--|
| 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 participant(s) and gender, with option on early check-in | | | | | | [] | [] | |
| | d. Check-in and Check-out Time: | | | | | | | | |
| | Check-in at 2:00pm (Day 1, March 20) | 15 | | | | | [] | [] | |
| | Check-out at 12:00pm (Day 2, March 21) | 15 | | | | | [] | [] | |
| 7 | Accommodation: | | | | | | | | |
| | Day 1 (March 20, 2019) | 15 | PHP 1,000.00 | | | | [] | [] | |
| | | | | GRAND TOTAL | | | | | |

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REQUIREMENT

| | | | | | | | | | |
|---|---|--|--|--|--|--|-----|-----|--|
| | 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 | | | | | | [] | [] | |
| 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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