



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 - 028 |
| Name of Procuring Entity | DILG Region XIII (Caraga Region) | Date: | April 30, 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:

- Bidders shall provide correct and accurate information required in this form.
- Bidders shall quote for ALL items.
- Price quotation(s) must be valid for 80 calendar days from date of submission.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- 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.
- Only quotations submitted on or before **MAY 6, 2019 / 04:00 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 399,000.00 | KRISTINE JEAN E. FORSUELO BAC Secretariat | RAY GREGORY F. TARANILLA 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 the Integrity Circle cum Pre-Retirement Seminar on May 16 - 17, 2019

TECHNICAL SPECIFICATIONS

| | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| 1 | May 16 - 17, 2019 | | | | | | | | |
| 2 | Venue: a. Within CARAGA REGION b. Accessible to commuting public c. Function Room can accommodate 105 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 | | | | | | | | |
| 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) 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 | | | | | | | | |

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

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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.
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| | | |
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| APPROVED BUDGET FOR THE CONTRACT (ABC) PHP 399,000.00 | Prepared by KRISTINE JEAN E. FORSUELO BAC Secretariat | Approved by RAY GREGORY R. 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 | |
| 4 | k. Extension Wires to accommodate 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 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 (May 16, 2019) AM SNACK: Grilled Ham and Cheese Panini, and Fresh Fruit Juice LUNCH: Steamed White Rice, Crispy Pata, Kinilaw na Isda, Utan Bisaya, Fresh Fruits, and Coke PM SNACKS: Puto Maya, Hot Choco and Sweet Mango DINNER: Rice, Sinigang na Hipon, Beef Tadyang, Pinakbet, Fresh Fruit Jucie, Fresh Fruits d. Day 2 (May 17, 2019) AM SNACK: Bihon Guisado with Sliced Bread, and Fresh Fruit Juice LUNCH: Rice, Tinola (Native Chicken), Grilled Fish Gangis or Tuna, Chopsuey, Fresh Fruits, Coke PM SNACKS: Puto Cheese and Fresh Fruit juice DINNER: Rice, Fish Tinola, Four Seasons, Inihaw na Liempo, Softdrinks, and Macaroni Salad | 105 | PHP 100.00 | | | | [] | [] | |
| | | 105 | PHP 350.00 | | | | [] | [] | |
| | | 105 | PHP 100.00 | | | | [] | [] | |
| | | 105 | PHP 350.00 | | | | [] | [] | |
| | | 105 | PHP 100.00 | | | | [] | [] | |
| | | 105 | PHP 350.00 | | | | [] | [] | |
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|---------------------------|--|------------|------------------------------|--------------------|------------|-------------|---|-------------------|---------|
| | | | | QTY | Unit Price | Total Price | Yes | No | |
| 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 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, May 16) Check-out at 12:00pm (Day 3, May 18) | 105 105 | | | | | [] [] [] | [] [] [] | |
| 7 | Accommodation: Day 1 (May 16) with complimentary breakfast Day 2 (May 17) with complimentary breakfast | 105 105 | PHP 1,000.00 PHP 1,000.00 | | | | [] [] | [] [] | |
| | | | | GRAND TOTAL | | | | | |

| REQUIREMENT | | | | | | | | | |
|--------------------|--|-----|------------|-------------|-------------------|-------------------|--|--|--|
| No. | Description | QTY | Unit Price | Total Price | Yes | No | | | |
| 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] | | | | | | | | | |
|--|-------------------------------------|-----|------------|-------------|-----|-----|--|--|--|
| No. | Description | QTY | Unit Price | Total Price | Yes | No | | | |
| 1 | Approved and funded PPMP | | | | [] | [] | | | |
| 2 | Approved and funded Activity Design | | | | [] | [] | | | |

Warranty: _____

Price Validity: _____

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