

## Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

	DEPARTMI	ENT O	F THE INTER Region XIII (Carag			OVERNMEN	Т			
Mode of Procurement			NEGOTIATED PROCUREMENT - SVP					RFQ No.: 2019 - 028		
And the second s			DILG Region XIII (Caraga Region)				Date: April 30, 2019			
	/End-User		e and Administr							
Comp	any Name									
Addre	ess									
	ess Permit No.									
TIN N										
	EPS Registration No.									
1	quote your lowest price for the requirem	nents lis	sted hereunder s	ubject to	o the Terms an	d Conditions sta	ted below	and subm	it 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 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 offe consulting services which complies with the minimum technical specification and other terms a conditions stated herein.  7. Any interlineations, erasures or overwriting shall be valid only ifthey are signed or initialed by 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 technical specifications.  APPROVED BUDGET FOR THE CONTRACT (ABC)  Prepared by KRISTI				11. The DILG reserves the right to request the supplier for adjustment (addition or reduction) of bor 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.					The DILG shall in (10) percent of the pen to it.  eduction) of booking the quantity of the quantity of shall be accepted.	
Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	QTY	Price	Total	Technical S	nce with pecifications check)	Remarks	
PURP	DSE:			OCT 1	Price	Price	103	NO		
	Meals and Accommodation for the Con-	duct of	the Integrity Ci	rcle cur	n Pre-Retireme	nt Seminar on	May 16 - 1	7, 2019		
TECHN	ICAL SPECIFICATIONS						_		100	
1	May 16 - 17, 2019									
2	Venue:									
	a. Within CARAGA REGION						[ ]	[ ]		
	b. Accessible to commuting public						[ ]	[ ]		
	c. Function Room can accommodate 105						[ ]	[]		
	participants						100.000	30. 30		
	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		1							
	g. Avoid using PLASTIC drinking straws and						1 1	[ ]		
	stirrer									
3	Functionality:			l .			1.1	7.3		
	a. Conference room		1				I J	L 1		
	b. Four (4) whiteboard markers c. Light, ventilation, and full airconditioning						1 1	1 1		
	d. Water supply and toilet						[ ]	1 1		
	e. Standby generator in case of power failure						1 1	1 1		
	f. Free & Strong WIFI internet connection						1 1	[ ]		
	g. Information / Secretariat Table(/s)						1 1	1 1		
	h. Table and chair arrangement for participants and						1 1	1 1		
	Presidential Table						1. 1			
	i. Philippine flag, Podium, Backdrop and Welcome						[ ]	[ ]		
	Streamer (4" X 8") (design c/o procuring entity)									
	j. One (1) Projector Screen						[ ]	1 1		
	page 1 or 3									
	Warranty				Price Validity					
	After having carefully read and acce	epted v	our General Cor	ditions	, I / WE auote	you on the item	n(s) at pri	ces noted	above.	
	,								10 CC 100	
					p	and North Co.	/ Pa			
					Pri	nted Name / Signatu	ire / Date			

Tel. No. / Cellphone No.



## 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.
- 2. Bidders shall quote for ALL items.
- 3. Price quotation(s) must be valid for 60 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 ifthey 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.
- 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.
- 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.
- 12. Only quotations submitted on or before MAY 6, 2019 / 04:00 nn., the deadline, shall be accepted.
- 13. 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 KRISTINE JEAN E. FORSUELO BAC Secretariat RAY GREGORY R JARANILLA PHP 399,000.00 BAC Chairperson Compliance with Item Price ABC **Technical Specifications** ITEM DESCRIPTION QTY No. Per Item (please check) Remarks Unit Total QTY Yes No Price k. Extension Wires to accommodate laptops and I. Two (2) wireless and two (2) Wired Microphones 1 1 Amenable to adjustments of FOOD and 1 1 [ ] ACCOMMODATION when actual number of participant turnout is less than expected; Up to 0% of total number of participants in quotation MEALS AND SNACK [ ] 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 PHP 100.00 105 [ ] [ ] Fresh Fruit Juice LUNCH: Steamed White Rice, Crispy Pata, Kinilaw PHP 350.00 105 [ ] [ ] na Isda, Utan Bisaya, Fresh Fruits, and Coke PM SNACKS: Puto Maya, Hot Choco and Sweet 105 PHP 100.00 [ ] [ ] Mango DINNER: Rice, Sinigang na Hipon, Beef Tadyang, 105 PHP 350.00 [ ] 1 1 Pinakbet, Fresh Fruit Jucie, Fresh Fruits d. Day 2 (May 17, 2019) AM SNACK: Bihon Guisado with Sliced Bread, and 105 PHP 100.00 [ ] [ ] Fresh Fruit Juice LUNCH: Rice, Tinola (Native Chicken), Grilled Fish 105 PHP 350.00 [ ] [ ] Gangis or Tuna, Chopsuey, Fresh Fruits, Coke PHP 100.00 PM SNACKS: Puto Cheese and Fresh Fruit juice 105 DINNER: Rice, Fish Tinola, Four Seasons, Inihaw 105 PHP 350.00 [ ] 1 1 na Liempo, Softdrinks, and Macaroni Salad page 2 of 3 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



## Republic of the Philippines

	DEPARTM	ENT O	F THE INTER Region XIII (Cara	IOR A	ND LOCAL G	OVERNMEN	Т		
Mode of Procurement			NEGOTIATED PROCUREMENT - SVP					RFQ No.: 2019 - 028	
_	of Procuring Entity		DILG Region XIII (Caraga Region)					April 30,	
			DILG Region XIII (Caraga Region)   Date: April 30, 2 Finance and Administrative Division (FAD)						2017
	pany Name								
Addre									
Busin	ess Permit No.								
TINN	No.								
PhilG	EPS Registration No.								
Please	e quote your lowest price for the requiren	nents lis	sted hereunder s	ubject to	the Terms an	d Conditions sta	ted below	and subm	it to this
office	duly signed.								
	AS AND CONDITIONS:								
- VIII	rs shall provide correct and accurate information required in	this form.		10. Liquida	ated damages equiva	lent of one tenth of one	percent (0.00	1%) of the valu	ue of the goods not
	rs shall quote for ALL items. quotation(s) must be valid for 60 calendar days from date o	f suhmissin	in.	delivered v	within the prescribed	delivery period shall be	imposed per o	day of delay. 1	The DILG shall
	quotation(s) to be denominated in Philippine Peso shall incl		On.						
payable.				amount of	the contract, without	prejudice to other cours	ses of action a	nd remedies of	pen to it.
	ation(s) exceeding the Approved Budget for the Contract (Al		*	11 The Di	I G reserves the right	to request the supplier	for adjustmen	t (addition or n	aduction) of booking
7 / 13 / 14 / 14 / 14 / 14 / 14 / 14 / 14	d of contract shall be made to the lowest quotation (for good	Carlotte Control		of food and	d accommodation bas	sed on the actual numb	er of participar	nts present and	d the quantity of
	ng services which complies with the minimum technical spec ns stated herein.	cincation ar	nd other terms and			all be made after the ac			
	nterlineations, erasures or overwriting shall be valid only ifth	ey are sign	ed or initialed by the						
	or its authorized representative(s).			12. Only q	uotations submitted o	on or before MAY 6, 201	9 / 04:00 nn.,	the deadline, s	shall be accepted.
	DILG shall have the right to inspect and/or test the goods to	confirm the	ir conformity to the			to accept or reject any	or all quotation	ns and to impo	ose additional
_	i specifications.			pequiremen	nts as it may deem pr	¥	A		
APPR	OVED BUDGET FOR THE CONTRACT (ABO	2)	Prepared by	100		Approved by	10	11-	
	PHP 399,000.00						GREGORY F. ARANILLA		
	1111 077,000.00		BA	C Secreta	riat	730-	BAC Cha	irperson	
				$\vdash$		Offe		ance with	
Item	ITEM DESCRIPTION	QTY	ABC		Price		Technical S	pecifications	
No.			Per Item	QTY	Unit	Total	Yes	No No	Remarks
00011	A COCCUMONATION			QII	Price	Price	res	МО	
	ACCOMMODATION							7 1	
6	Triple Sharing, fully airconditioned with television, T&B with soap, shampoo, and towel						1.1	1.1	
							7.3	7.1	
	b. Billeting within the hotel premises						1 1	1 1	
	c. Room Assignment based on actual number of participant(s) and gender, with option for						1 1	1 1	
	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)	105					1.1	1.1	
	Check-out at 12:00pm (Day 3, May 18)	105					l i i	l i i l	
7	Accommodation:								
	Day 1 (May 16) with complimentary breakfast	105	PHP 1,000.00				1 1	1.1	
	Day 2 (May 17) with complimentary breakfast	105	PHP 1,000.00				[ ]	[ ]	
			70	GR	AND TOTAL		1		
REQUI	REMENT								
	In order to be eligible for this procurement, sup	pliers /se	rvice providers						
	must submit, together with the quotation/propos	al the fol	lowing eligibility						
	requirements								
1	Applicable Registration Certificate, any of the fo								
	a) SEC Registration Certificate for Corporation						[ ]	[ ]	
	b) DTI Registration Certificate for Sole Propriet			I			[ ]	[ ]	
	c) Cooperative Development Authority Registre	ation Cer	tificate for Coopera	tives			[ ]	[ ]	
2	Valid Business Permit						[ ]	1 1	
3	Valid PhilGEPS Registration Certificate						[ ]	[ ]	
4 Income / Business Tax Return							[ ]	[ ] [	
5	Omnibus Sworn Statement	DIVIDUO.	NIT .						
THE REAL PROPERTY.	nce [TO BE FILLED OUT BY GENERAL SERVICES	DIVISIO	N				1 1	7.3	
1	Approved and funded PPMP						[ ]	1 1	
2	Approved and funded Activity Design page 3 of 3						[ ]	1 1	
	Warranty	ļ			Price Validity				
	After having carefully read and acco	epted ye	our General Cor	nditions	I/WE quote	you on the iten	n(s) at prid	ces noted	above.

Printed Name / Signature / Date

Tel. No. / Cellphone No.