



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 - 034
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	June 14, 2019
Office/End-User	Local Government Capability Development Division (LGCD)		
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.
- 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 **June 21, 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 233,100.00	IMI 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 Training Implementation of Enhancing Local Government Unit Capacity on Planning and Implementation of Local Development Projects (A capacity Development Intervention for Expansion LGUs) on July 11 - 12, 2019

TECHNICAL SPECIFICATIONS

1	July 10 - 13, 2019								
2	Venue:								
	a. Within Butuan City						[]	[]	
	b. Accessible to commuting public						[]	[]	
	c. Function Room can accommodate 75 participants						[]	[]	
	d. Hotel rooms can accommodate 3 - 4 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 & Stable Internet Connectivity to accommodate users simultaneously						[]	[]	
	g. Information / Secretariat Table(s)						[]	[]	

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Warranty

Price Validity

After having carefully read and accepted your General Conditions, I / WE quote you on the item(s) at prices noted above.

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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. One (1) Unit 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 0 (July 10, 2019) DINNER: Rice, Molo, Pinakbet, Kare-kare, Softdrinks, Fresh fruits d. Day 1 (July 11, 2019) AM SNACK: Cassava cake, Fruit Juice LUNCH: Rice, Sotanghon Soup, Roasted Chicken w/ Gravy, Steamed Vegetables (Camote leaves, Okra, Talong) with Bagoong, Fresh fruits, Softdrinks PM SNACKS: Beef Burger with Chips, Fruit Juice	27 75 75 75	PHP 300.00 PHP 75.00 PHP 300.00 PHP 75.00				[]	[]	
							[]	[]	
							[]	[]	
							[]	[]	
							[]	[]	

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	DINNER: Rice, Fish Tinola, Fish with Black Beans, Adobong Kangkong, Leche Flan, Softdrinks	75	PHP 300.00				[]	[]	
	e. Day 2 (July 12, 2019)								
	AM SNACK: Puto Kutsinta and Suman, Fruit Juice	75	PHP 75.00				[]	[]	
	LUNCH: Rice, Nilagang Baka, Seaweed Salad, Sweet and Sour Fish, Leche Flan, Fruit Juice	75	PHP 300.00				[]	[]	
	PM SNACKS: Chocolate cake, Fruit Juice	75	PHP 75.00				[]	[]	
	DINNER: Rice, Sinigang na Isda, Chicken Curry, Pinakbet, Fresh Fruits, Fruit Juice	50	PHP 300.00				[]	[]	
ROOM ACCOMMODATION									
6	a. Triple - Quadruple 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 0, July 10)	27					[]	[]	
	Check-in at 2:00pm (Day 1, July 11)	39					[]	[]	
	Check-out at 12:00pm (Day 2, July 12)	39					[]	[]	
	Check-out at 12:00pm (Day 3, July 13)	27					[]	[]	
7	Accommodation:								
	Day 0 (July 10) with complimentary breakfast	27	PHP 1,000.00				[]	[]	
	Day 1 (July 11) with complimentary breakfast	66	PHP 1,000.00				[]	[]	
	Day 2 (July 12) with complimentary breakfast	27	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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