



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 - 046
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	August 23, 2019
Office/End-User	Regional project Development and Management Unit (RPDMU)		
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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APPROVED BUDGET FOR THE CONTRACT (ABC)	Prepared by	Approved by
PHP 260,150.00	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 the "TRAINING-WORKSHOP ON THE PREPARATION OF DETAILED ENGINEERING DESIGNS (DED) ON LOCAL ROADS" on September 2-6, 2019

TECHNICAL SPECIFICATIONS

1	September 2 - 6, 2019								
2	Venue:								
	a. Within Butuan City						[]	[]	
	b. Accessible to commuting public						[]	[]	
	c. Function Room can accommodate 36 participants						[]	[]	
	d. Hotel rooms can accommodate 2 - 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, stirrer, cups, and the like						[]	[]	
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)						[]	[]	
	h. Table and chair arrangement for participants and Presidential Table						[]	[]	

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Warranty

Price Validity

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4	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 of participants present						[]	[]	
	l. Audio System with at least FOUR (4) 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 (September 2, 2019)						[]	[]	
	BREAKFAST: Rice, Beef Tapa, Boiled Egg, Fresh Fruits, and Coffee	25	PHP 150.00				[]	[]	
	LUNCH: Rice, Nilagang Baka, Fish Fillet, Four Season, Buko Pandan, Softdrinks	36	PHP 325.00				[]	[]	
	PM SNACKS: Empanada, Fruit Juice	36	PHP 100.00				[]	[]	
	DINNER: Rice, Chicken Cordon Bleu, Bird's Nest, Beef Steak, Softdrinks, Mango Tapioca	36	PHP 325.00				[]	[]	
	d. Day 2 (September 3, 2019)						[]	[]	
	AM SNACK: Puto Maya with Sweet Mango, Sikwate	36	PHP 100.00				[]	[]	

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PHP 260,150.00

Prepared by

IMI LOUDA B. ESPINA
BAC Secretariat

Approved by

RAY GREGORY P. JARANILLA
BAC Chairperson

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				QTY	Unit Price	Total Price			
	LUNCH: Rice, Sotanghon Soup, Sweet and Sour Fish, Pork Humba, Macaroni Salad, Softdrinks	36	PHP 325.00				[]	[]	
	PM SNACKS: Choco Moist Cake, Fruit Juice	36	PHP 100.00				[]	[]	
	DINNER: Rice, Pinakbet, Grilled Fish, Tinolang Manok, Softdrinks, Fruit Salad	36	PHP 325.00				[]	[]	
	e. Day 3 (September 4, 2019)								
	AM SNACK: Custard Cake, Fruit Juice	36	PHP 100.00				[]	[]	
	LUNCH: Rice, Tinolang Isda, Pork Menudo, Grilled Chicken, Leche Flan, Softdrinks	36	PHP 325.00				[]	[]	
	PM SNACKS: Spaghetti, Fruit Juice	36	PHP 100.00				[]	[]	
	DINNER: Rice, Chopsuey, Buttered Chicken, Bulalo, Softdrinks, Buko Pandan	36	PHP 325.00				[]	[]	
	f. Day 4 (September 5, 2019)								
	AM SNACK: Tuna Sandwich with chips, Fruit Juice	36	PHP 100.00				[]	[]	
	LUNCH: Rice, Lumpiang Sariwa, Grilled Fish, Chicken Adobo, Mango Tapioca, Softdrinks	36	PHP 325.00				[]	[]	
	PM SNACKS: Sotanghon, Fruit Juice	36	PHP 100.00				[]	[]	
	DINNER: Rice, Sinigang na Baboy, Fried Bangus, Steamed Vegetables, Softdrinks, Fruit Salad	36	PHP 325.00				[]	[]	
	g. Day 5 (September 6, 2019)								
	AM SNACK: Palabok, Fruit Juice	36	PHP 100.00				[]	[]	
	LUNCH: Rice, Garlic Shrimp, Lumpiang Shanghai, Kare-kare, Maja Blanca, Softdrinks	36	PHP 325.00				[]	[]	
	PM SNACKS: Burger with chips, Fruit Juice	36	PHP 100.00				[]	[]	
	DINNER: Rice, Beef Caldereta, Meatballs, Fish Tausi, Softdrinks, Fresh Fruits	36	PHP 325.00				[]	[]	

ROOM ACCOMMODATION

6	a. Double - Triple Sharing , fully airconditioned with television, T&B with soap, shampoo, and towel						[]	[]	
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7	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								
	e. Check-in and Check-out Time:								
	Check-in at 2:00pm (Day 1, September 2)	25					[]	[]	
	Check-out at 12:00pm (Day 5, September 6)	18					[]	[]	
	Check-out at 12:00pm (Day 6, September 7)	7					[]	[]	
	Accommodation:								
	Day 1 (September 2) with complimentary breakfast	25	PHP 1,000.00				[]	[]	
	Day 2 (September 3) with complimentary breakfast	25	PHP 1,000.00				[]	[]	
	Day 3 (September 4) with complimentary breakfast	25	PHP 1,000.00				[]	[]	
	Day 4 (September 5) with complimentary breakfast	25	PHP 1,000.00				[]	[]	
Day 5 (September 6) with complimentary breakfast	7	PHP 1,000.00				[]	[]		
GRAND TOTAL									

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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