



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 - 038
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	July 22, 2019
Office/End-User	Local Government Capability Development Division (LGCDD)		
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 **July 26, 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 302,000.00	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 DAGYAW: Open Government and Participatory Governance Regional Townhall Meeting 2019 on August 6, 2019

TECHNICAL SPECIFICATIONS

1	August 5 - 7, 2019								
2	Venue:								
	a. Within Butuan City						[]	[]	
	b. Accessible to commuting public						[]	[]	
	c. Function Room can accommodate 500 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, 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)						[]	[]	

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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.

Printed Name / Signature / Date

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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 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 0 (August 5, 2019)						[]	[]	
	DINNER: Rice, Grilled Fish, Lechon Kawali, Kare-kare, Fresh Fruits, and Soft drink	30	PHP 325.00						
	d. Day 1 (August 6, 2019)						[]	[]	
	AM SNACK: Burger with chips, and Bottled Juice (Calamansi)	500	PHP 100.00						
	LUNCH: Rice, Bam-I, Buttered Chicken, Humba, Fruit Salad, and Softdrinks	500	PHP 325.00				[]	[]	

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	PM SNACKS: Clubhouse with chips, and Iced Tea	100	PHP 100.00				[]	[]	
	DINNER: Rice, Beef with Broccoli in oyster sauce, Sweet and sour Fish (Tuna), Chopsuey, Fresh Fruits, and Softdrinks	30	PHP 325.00				[]	[]	

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 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, August 5)	30					[]	[]	
	Check-out at 12:00pm (Day 1, August 7)	30					[]	[]	
7	Accommodation:								
	Day 0 (August 5) with complimentary breakfast	30	PHP 1,000.00				[]	[]	
	Day 1 (August 6) with complimentary breakfast	30	PHP 1,000.00				[]	[]	
				GRAND TOTAL					

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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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