



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 - 052 |
| Name of Procuring Entity | DILG Region XIII (Caraga Region) | Date: | September 6, 2019 |
| Office/End-User | Local Government Capacity Development Division (LG added) | | |
| 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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- Bidders shall quote for ALL items.
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- 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 305,800.00 | 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 "STRENGTHENING MULTI-STAKEHOLDERS PARTNERSHIPS TOWARDS FULLY FUNCTIONAL AND DYNAMIC LOCAL DEVELOPMENT COUNCILS: UPDATING COMPREHENSIVE DEVELOPMENT PLANS" on September 24 - 26, 2019

TECHNICAL SPECIFICATIONS

| | | | | | | | | | |
|---|---|--|--|--|--|--|-----|-----|--|
| 1 | September 24 - 27, 2019 | | | | | | | | |
| 2 | Venue: | | | | | | | | |
| | a. Within Butuan City | | | | | | [] | [] | |
| | b. Accessible to commuting public | | | | | | [] | [] | |
| | c. Function Room can accommodate 92 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, 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

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| Office/End-User | Local Government Capacity Development Division (LG added) | | |
| Company Name | | | |
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| APPROVED BUDGET FOR THE CONTRACT (ABC) | Prepared by | Approved by |
| PHP 305,800.00 | IMI LOUDA B. ESPINA BAC Secretariat | RAY GREGORY F. JARANILLA BAC Chairperson |

| Item No. | ITEM DESCRIPTION | QTY | ABC Per Item | Offer | | | | | Remarks |
|----------|---|-----|--------------|-------|------------|-------------|---|-----|---------|
| | | | | Price | | | Compliance with Technical Specifications (please check) | | |
| | | | | QTY | Unit Price | Total Price | Yes | No | |
| 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 | | | | | | [] | [] | |

| | | | | | | | | | |
|---|---|----------------------------|--|--|--|--|---------------------------------|---------------------------------|--|
| 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 24, 2019) AM SNACK: Meat Roll, and Calamansi juice LUNCH: Rice, Corn Soup, Puso ng Saging Salad, Sweet and Sour Fish, Grilled Tuna Belly, Fresh Fruits, and Softdrinks PM SNACKS: Chocolate Moist Cake, and Juice DINNER: Rice, Grilled tuna belly, Buttered chicken, Pork Sinigang, Leche flan, Softdrinks e. Day 2 (September 25, 2019) AM SNACK: Ham and cheese sandwich, chips and Iced tea | 24 24 24 24 92 | PHP 100.00 PHP 325.00 PHP 100.00 PHP 325.00 PHP 100.00 | | | | [] [] [] [] [] | [] [] [] [] [] | |
|---|---|----------------------------|--|--|--|--|---------------------------------|---------------------------------|--|

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| Company Name | | | |
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PHP 305,800.00

Prepared by

IMI LOUDA B. ESPINA
BAC Secretariat

Approved by

RAY GREGORY F. JARANILLA
BAC Chairperson

| Item No. | ITEM DESCRIPTION | QTY | ABC Per Item | Offer | | | Compliance with Technical Specifications (please check) | | Remarks |
|----------|--|-----|--------------|-------|------------|-------------|---|-----|---------|
| | | | | Price | | | Yes | No | |
| | | | | QTY | Unit Price | Total Price | | | |
| | LUNCH: Rice, Nido with Quail Eggs Soup, Sauteed Beef and Vegetables, Pork-Chicken Adobo, Chicken Macaroni Salad, with Softdrinks | 92 | PHP 325.00 | | | | [] | [] | |
| | PM SNACKS: Baked macaroni and sliced toast with Pineapple juice | 92 | PHP 100.00 | | | | [] | [] | |
| | DINNER: Rice, Pork barbecue, Chicken curry, Tinolang tuna, Macaroni salad, Softdrinks | 92 | PHP 325.00 | | | | [] | [] | |
| | d. Day 3 (September 26, 2019) | | | | | | | | |
| | AM SNACK: Lumpiang Hubad and Orange Juice | 92 | PHP 100.00 | | | | [] | [] | |
| | LUNCH: Rice; Pumpkin Seafood Soup; Lohan Chai; Chicken Cordon Bleu; Beef Camto; Maja Blanca; Soft Drinks | 92 | PHP 325.00 | | | | [] | [] | |
| | PM SNACKS: Chicken Pasta and Cucumber Juice | 92 | PHP 100.00 | | | | [] | [] | |
| | DINNER: Rice; Cream of Asparagus Soup; Shianghai Rolls; Chicken Afritada; Fish Fillet w/ Tufo; Custarpoons; Soft Drinks | 92 | PHP 325.00 | | | | [] | [] | |

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 | | | | | | | | |
| | e. Check-in and Check-out Time: | | | | | | | | |
| | Check-in at 2:00pm (Day 1, September 24) | 15 | | | | | [] | [] | |
| | Check-in at 2:00pm (Day 2, September 25) | 65 | | | | | [] | [] | |
| | Check-out at 12:00pm (Day 3, September 26) | 34 | | | | | [] | [] | |
| | Check-out at 12:00pm (Day 4, September 27) | 46 | | | | | [] | [] | |

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| 7 | Accommodation: | | | | | | | | |
| | Day 1 (September 24) with complimentary breakfast | 15 | PHP 1,000.00 | | | | [] | [] | |
| | Day 2 (September 25) with complimentary breakfast | 80 | PHP 1,000.00 | | | | [] | [] | |
| | Day 3 (September 26) with complimentary breakfast | 34 | 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 | | | | | | | | |
| | 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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