



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 - 056
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	September 16, 2019
Office/End-User	Local Government Monitoring and Evaluation Division (LGMED)		
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.
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- 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.
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- 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 **September 23, 2019 / 9:00 a.m.**, 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 246,625.00	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 " REGIONAL ROLLOUT OF PPP 101 AND JOINT VENTURES" on September 25 - 27, 2019

TECHNICAL SPECIFICATIONS

1	September 24 - 28, 2019								
2	Venue:								
	a. Within Butuan City						[ ]	[ ]	
	b. Accessible to commuting public						[ ]	[ ]	
	c. Function Room can accommodate 55 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)						[ ]	[ ]	
	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 0 (September 24, 2019)						[ ]	[ ]	
	DINNER: Fish tinola, Beef tapa, Chicken Afritada, Caesar salad, rice, fresh fruits, softdrinks	30	PHP 325.00				[ ]	[ ]	
	e. Day 1 (September 25, 2019)						[ ]	[ ]	
	BREAKFAST: fried rice, chicken dog, fish paksiw, scrambled egg with onions and tomatoes (in addition to the 20 complimentary breakfast, for early pax from far-flung areas)	20	PHP 150.00				[ ]	[ ]	
	AM SNACK: Bihon with kalamansi and sliced bread, kalamansi juice	55	PHP 100.00				[ ]	[ ]	
	LUNCH: Hipon sinigang, beef tadyang, grilled fish, leche flan, rice, softdrinks	55	PHP 325.00				[ ]	[ ]	

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				QTY	Unit Price	Total Price			
	PM SNACKS: banana fritters with condensed milk and iced tea	55	PHP 100.00				[ ]	[ ]	
	DINNER: chicken sotanghon soup, grilled pork, fresh tuna kinilaw, mango-pandan tapioca, rice, softdrinks	55	PHP 325.00				[ ]	[ ]	
	f. Day 2 (September 26, 2019)								
	BREAFAST: java rice, fried fish, steamed vegetables (okra, eggplant, and camote tops) with sauteed fish bagoong, and sunny-side-up egg	35	COMPLIMENTARY				[ ]	[ ]	
	AM SNACK: choco-moist cake and iced tea	55	PHP 100.00				[ ]	[ ]	
	LUNCH: Ginataang bamboo shoots with shrimps, grilled fish, tadyang, fresh fruits, rice, softdrinks	55	PHP 325.00				[ ]	[ ]	
	PM SNACKS: puto maya with sliced mango and hot chocolate	55	PHP 100.00				[ ]	[ ]	
	DINNER: beef soup, pork humba, fresh tuna kinilaw, fresh fruits, rice, softdrinks	55	PHP 325.00				[ ]	[ ]	
	g. Day 3 (September 27, 2019)								
	BREAFAST: garlic rice, pork tocino, crispy fried driedfish, sunny-side-up egg	35	COMPLIMENTARY				[ ]	[ ]	
	AM SNACK: Fruitball with yogurt and crackers, orange juice	55	PHP 100.00				[ ]	[ ]	
	LUNCH: Native chicken tinola, grilled fish, pinakbet, macaroni salad, rice, softdrinks	55	PHP 325.00				[ ]	[ ]	
	PM SNACKS: Cheezy beef burger with chips and pineapple juice	55	PHP 100.00				[ ]	[ ]	
	DINNER: molo soup, garlic chicken, fish escabeche, garden salad, rice, softdrinks	20	PHP 325.00				[ ]	[ ]	

ROOM ACCOMMODATION

6	a. 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 0, September 24)	20					[ ]	[ ]	
	Check-in at 2:00pm (Day 1, September 25)	15					[ ]	[ ]	
	Check-out at 12:00pm (Day 3, September 27)	20					[ ]	[ ]	
	Check-out at 12:00pm (Day 4, September 28)	15					[ ]	[ ]	
	Accommodation:								
	Day 0 (September 24) with complimentary breakfast	20	PHP 1,000.00				[ ]	[ ]	
	Day 1 (September 25) with complimentary breakfast	35	PHP 1,000.00				[ ]	[ ]	
	Day 2 (September 26) with complimentary breakfast	35	PHP 1,000.00				[ ]	[ ]	
Day 3 (September 27) with complimentary breakfast	15	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 PMP						[ ]	[ ]	
2	Approved and funded Activity Design						[ ]	[ ]	

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