



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 - 024
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	March 25, 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.
- 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 **March 29, 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 257,000.00	IMI LOUDA B. ESPINA BAC Secretariat	RAY GREGORY F. JARANILLA BAC Chairperson

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

PURPOSE:

Meals and Accommodation for the Conduct of Provincial Planning Workshop on Building Sustainable Peace: Towards a Peaceful, Inclusive, Just and Equitable Development on April 3 - 5, 2019

TECHNICAL SPECIFICATIONS

1	April 3 - 6, 2019								
2	Venue:								
	a. Within Butuan City						[]	[]	
	b. Accessible to commuting public						[]	[]	
	c. Function Room can accommodate 135 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 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 & Strong WIFI internet connection						[]	[]	
	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) Projector Screen						[]	[]	
	k. Extension Wires to accomodate laptops and others						[]	[]	
	l. 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 inbetween 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 (April 3, 2019)						[]	[]	
	LUNCH: Sotanghon Soup, Chicken Inasal, Beef con Ampalaya, rice, fresh fruits, softdrinks	20	PHP 320.00				[]	[]	
	PM SNACKS: chicken bihon with sliced bread, kalamansi and cucumber juice	70	PHP 100.00				[]	[]	
	DINNER: Hipon Sinigang, Grilled Fish, Baked Eggplant, Kani salad, rice, fresh fruits, softdrinks	70	PHP 320.00				[]	[]	
	d. Day 1 (April 4, 2019)						[]	[]	
	BREAKFAST: fried rice, chicken dog, fish paksiw, scrambled egg with onions and tomatoes	40	COMPLIMENTARY				[]	[]	
	AM SNACK: carrot cake and kalamansi juice	70	PHP 100.00				[]	[]	

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	LUNCH: ginataang bamboo shoots with shrimps, beef tadyang, grilled fish, leche flan, rice, softdrinks	70	PHP 320.00				[]	[]	
	PM SNACKS: biscuits with slices of orange and apple, and fried peanuts	70	PHP 100.00				[]	[]	
	DINNER: bird's nest soup, lechon kawali, fresh tuna kinilaw, mango-pandan tapioca, rice, softdrinks	70	PHP 320.00				[]	[]	
	e. Day 2 (April 5, 2019)								
	BREAKFAST: fried rice, chicken tocino, fried dried fish, sunny side-up eggs, itlog na maalat with tomatoes and onions	40	COMPLIMENTARY				[]	[]	
	AM SNACK: choco beet torte and beet juice with lemon, apple and ginger	70	PHP 100.00				[]	[]	
	LUNCH: Beef soup, fried pandan chicken, beef con ampalaya, rice, mango float and softdrinks	70	PHP 320.00				[]	[]	
	PM SNACKS: fruit cup, chips and tea	70	PHP 100.00				[]	[]	
	DINNER: Beef Molo Soup, crispy pata, ceasar salad, rice, fresh fruits, softdrinks	50	PHP 320.00				[]	[]	

ROOM ACCOMMODATION

6	a. Double - 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								

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7	d. Check-in and Check-out Time:								
	Check-in at 2:00pm (Day 0, April 3)	40					[]	[]	
	Check-out at 12:00pm (Day 2, April 5)	10					[]	[]	
	Check-out at 12:00pm (Day 3, April 6)	30					[]	[]	
	Accommodation:								
	Day 0 (April 3) with complimentary breakfast	40	PHP 1,000.00				[]	[]	
	Day 1 (April 4) with complimentary breakfast	40	PHP 1,000.00				[]	[]	
	Day 2 (April 5) with complimentary breakfast	30	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								
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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