



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 - 029
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	May 15, 2019
Office/End-User	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.
- 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 **May 20, 2019 / 04:00 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 86,675.00	KRISTINE JEAN E. FORSUELO 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 2019 SGLG Regional Calibration pn May 28-29, 2019.

TECHNICAL SPECIFICATIONS									
1	May 28-29, 2019								
2	Venue:								
	a. Butuan City						[]	[]	
	b. Accessible to commuting public						[]	[]	
	c. Function Room can accommodate 35 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 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						[]	[]	
	i. Philippine flag, Podium, Backdrop and Welcome Streamer (4" X 8") (design c/o procuring entity)						[]	[]	
	j. One (1) Projector Screen						[]	[]	

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

Tel. No. / Cellphone No.



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APPROVED BUDGET FOR THE CONTRACT (ABC) PHP 86,675.00	Prepared by KRISTINE JEAN E. FORSUELO BAC Secretariat	Approved by RAY GREGORY P. JARANILLA BAC Chairperson
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Item No.	ITEM DESCRIPTION	QTY	ABC Per Item	Offer			Compliance with Technical Specifications (please check)		Remarks
				Price			Yes	No	
				QTY	Unit Price	Total Price			
4	k. Extension Wires to accommodate 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 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 (May 28, 2019) AM SNACK: carrot cake and fresh lemon juice LUNCH: rice, grilled tuna belly, garden salad, garlic chicken, nido soup, softdrinks, and fresh fruits PM SNACKS: fresh lumpia, four season juice DINNER: Rice, beef tadyang, caesar salad, sweet n sour pork, creamy soup, softdrinks and mango float d. Day 2 (May 29, 2019) AM SNACK: chocomoist cake and fresh cucumber juice LUNCH: Rice, kinilaw-blue marlin, beef steak, pork sinigang, chopsuey, softdrinks and buko salad PM SNACKS: baked macaroni w/ garlic bread, fresh pineapple juice. DINNER: Rice, fish tinola, pork bbq, buttered chicken, pomelo salad, saftdrinks and leche flan	35	PHP 100.00				[]	[]	
		35	PHP 325.00				[]	[]	
		35	PHP 100.00				[]	[]	
		35	PHP 325.00				[]	[]	
		35	PHP 100.00				[]	[]	
		35	PHP 325.00				[]	[]	
		35	PHP 100.00				[]	[]	
		30	PHP 325.00				[]	[]	

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APPROVED BUDGET FOR THE CONTRACT (ABC)
PHP 86,675.00

Prepared by
KRISTINE JEAN E. FORSUELO
 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
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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 1, May 28) Check-out at 12:00pm (Day 3, May 30)	18					[]	[]	
7	Accommodation: Day 1 (May 28) with complimentary breakfast Day 2 (May 29) with complimentary breakfast	18	PHP 800.00				[]	[]	
		18	PHP 800.00				[]	[]	
				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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Printed Name / Signature / Date

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