



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Prime Regional Government Center, Carpenter Hill, Koronadal City

MODE OF PROCUREMENT: NEGOTIATED PROCUREMENT-Lease of Venue with food and accommodation		RFQ No. : 2019-07-06a5
Name of Procuring Entity:	DILG	Date: July 25, 2019
Office/End User:	Local Government Capacity Development Division -DILG XII	
Company Name		
Address		
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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| <ol style="list-style-type: none"> 1 Bidders shall provide correct and accurate information required in this form. 2 Bidders may quote for any or all items. 3 Price quotation(s) must be valid for a period of 60 calendar days from the date of submission. 4 Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 5 Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected 6 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 specifications and other terms and conditions stated herein. | <ol style="list-style-type: none"> 7 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 8 The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 9 Liquidated damages equivalent to one-tenth of one percent (0.1%) 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. |
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**APPROVED BUDGET FOR THE CONTRACT (ABC):
 PHP 240,000.00**

Musarapha A. Alim
MUSARAPHA A. ALIM, MPA
 BAC Chairperson

Item No.	ITEM DESCRIPTION	Qty.	Approved Budget for the Contract	Offer					Remarks
				Price			Compliance with Technical Specifications (please check)		
				Qty.	Unit Price	Total Price	Yes	No	
1	Lease of venue, accommodation with food for the conduct of "Orientation Course: Priming Leaders for Effective Local Governance" Technical Specifications: August 1-2, 2019 48 pax (live-in) x Php 2,000.00 August 3, 2019 48 pax (live-out) x Php 1,000.00	2 days 1 day	240,000.00 192,000.00 48,000.00				[]	[]	
2	Within General Santos City (hotel location)						[]	[]	
3	Must be accessible to Public Transportation;						[]	[]	
4	Free Parking Space and use of amenities and facilities						[]	[]	
5	With proper waste management with Sanitary Permit from appropriate authority						[]	[]	
6	Provision of standby transportation/shuttle services for the participants (venue to hotel and vice versa)						[]	[]	



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7	With free, stable and fast internet connectivity/WIFI (at least 30 mbps) at the venue and hotel rooms						[]	[]	
8	Hotel rooms has free /complementary water, coffee/tea, toothpaste, toothbrush, and other personalia						[]	[]	
9	Free of Charge of Tarpaulin (Entrance and Backdrop)						[]	[]	
Conference Hall Requirements									
10	The conference hall must accommodate at least fifty (50) participants						[]	[]	
11	Function room/training hall should have no columns/post in the middle that can distract both resource speakers and participants;						[]	[]	
12	At least 10-15 round/long tables with desirable clothing and banquet chairs and appropriate center piece per table.						[]	[]	
13	Presidential Table with appropriate center piece and table clothing (good for 6 persons						[]	[]	



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14	At least 3 Secretariat Tables (with desirable clothing) will be established inside the hall						[]	[]	
15	With Philippine Flag (with pole), Podium for Speakers, Backdrop and Welcome Streamer						[]	[]	
16	Fully Airconditioned and additional air cooling fans if necessary						[]	[]	
17	Adequate lighting and sounds systems (with parlights) at the stage, with at least 3 microphones with stands (for the pax) and 1 mic for the EMCEE and 2 mics at the VIP table						[]	[]	
18	Standby Technicians at the venue and waiters/waitresses to cater the needs of the participants						[]	[]	
19	At least one (1) LCD projectors with projector screen						[]	[]	
20	Power outlets and extra extension cords for computer aided workshops (at least 1 per table) and 2 for the secretariat						[]	[]	
21	Standby Generators in case of power failure/brownouts						[]	[]	



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Room Accommodation Requirements									
22	AT LEAST 2 VIP rooms (executive rooms with 1-2 matrimonial beds)						[]	[]	
23	Twin Sharing (single beds) for principal/official participants	12					[]	[]	
24	Triple Sharing (single beds) for resource persons/training management	8							
23	Bumped-off is only allowed for non-workshop participants (escorts/support staff/drivers) upon consultation with the end-user(DILG-LGCDD) but no transferring of participants is allowed in between workshop dates						[]	[]	
24	Fully-Air conditioned with television, toilet and shower with complimentary toiletries;						[]	[]	
Meals Requirements									
25	Meals: Buffet and inclusive of one round of soft drinks or iced tea (All Days Including Day: AM Snacks, Lunch, PM Snacks and Dinner)	48 pax					[]	[]	



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	REFERENCE: Memorandum for the RBAC Approved and funded PPMP Approved and funded Activity Design PUR: for official use of the DILG12-LGCDD NOTE: *In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal and the following eligibility requirements: <ol style="list-style-type: none"> Valid Business Permit / Application for Annual Income Tax Return (ITR) FY. PhilGEPS Registration No. (Please indicate on the space provided above) IMPORTANT: Please submit your quotation ON OR BEFORE July 30, 2019 (10:00 AM)								
Warranty				Price Validity					

After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.

Printed Name/Signature/Date

Tel. No./Cellphone No.