



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

REQUEST FOR QUOTATION (RFQ)

Date: 07 October 2020
 RFQ No.: SVP2020-10-030

Name of Hotel/Venue:
Address:
Registered Business Name:
Address:
Business Permit No.
TIN:
PhilGEPS Reg. No.

1. The Department of the Interior and Local Government (DILG) Region XII, through its Regional Bids and Awards Committee (RBAC), hereby intends to procure **GOODS AND SERVICES (Meals, and Snacks)** on the conduct of VIRTUAL TRAINING-WORKSHOP ON LOCAL ROAD ASSET MANAGEMENT (LRAM) UNDER CONDITIONAL MATCHING GRANT TO PROVINCES (CMGP) PROGRAM to be conducted on OCTOBER 13-15, 2020 at KORONADAL CITY, SOUTH COTABATO PROVINCE.

2. In accordance with GPPB Resolution No. 13-2016 dated August 9, 2016 "Implementing Guidelines for Small Value Procurement (SVP) pursuant to Section 53.9 of the RIRR of RA9184, Request for Quotation (RFQ) for the said activity has been posted in the PhilGEPS.

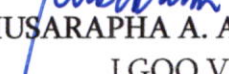
Submit your proposal/quotation for the procurement of **MEALS AND SNACKS** for 3 days; and **MEALS AND SNACKS** broken down as follows: A. **AM Snacks** consists of snack and drinks; B. **LUNCH** consists of (3) main courses: 2 meat and 1 fish, 1 salad/soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snack and drinks; D. **DINNER** consists of (3) main courses: 2 meat and 1 fish, 1 salad/soup, 1 dessert, rice and drinks.

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. of OCTOBER 12 2020 (MONDAY)** for the specified goods and services, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

4. Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

5. For any clarification, you may contact **Ms. Merriam D. Sarmiento** and **Ms. Herminia S. Ontoy** at telephone numbers (083) 228-7959 to 60 and (083) 228-1421 or email address at mail@region12.dilg.gov.ph.

Approved by:


MUSARAPHA A. ALIM, MPA
 LGOO VII

Chief, LGMED / Chairperson, RBAC 

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards and administrative assistance to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



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After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the following item/s as follows:

Legend:

***MANDATORY REQUIREMENTS.** Failure to comply with any of the mandatory requirements will disqualify your quotation.

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical Specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.

CATERING SERVICES: (PLATED)			
A. Location must be inside or near the Function Room *.....	[]	[]	
October 13-15, 2020 (Tuesday - Thursday)			
Meals for 30 persons *.....	[]	[]	
i. Three (3) AM and Three (3) PM snacks* (Day 1 – 3)..... (AM snacks should be served between 9:30 AM – 10:AM while PM snacks should be served between 2:30PM – 3:00PM or upon request by the Secretariat)	[]	[]	
ii. Three (3) Lunch (Day 1-3)..... (Lunch should be served between 11:30 AM – 12:00 NN)	[]	[]	
1. Salad/Soup*			
2. Main Courses (at least 3 variants of meat dish or 1 meat and 1 fish dishes; and 1 variant vegetables dish)*			
3. Rice*			
4. Dessert*			
iii. Three (3) Dinner (Day 1-3)..... (Dinner should be served between 6:00 PM – 6:30 PM)	[]	[]	
1. Salad/Soup*			
2. Main Course (at least 3 variants of meat dish or 1 meat and 1 fish dishes; and 1 variant vegetables dish)* Rice*			
3. Dessert*			
v. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*.....	[]	[]	
vi. Provision of free flowing coffee/tea/water*	[]	[]	
vii. In all instances, there should be buffer for meals good for 5 persons	[]	[]	

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1. Client Satisfaction			
i. Establishment should appropriately address the feedback and ensures client satisfaction during the activity	[]	[]	
ii. Billing Statement and/or Charge Invoice shall be provided to the Secretariat right after or within 48 hours after the conduct of the activity.	[]	[]	

Please quote your best offers for the items below and **submit this proposal not later than 10:00 A.M., October 12, 2020 (Monday)**. The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
VIRTUAL TRAINING-WORKSHOP ON LOCAL ROAD ASSET MANAGEMENT (LRAM) UNDER CONDITIONAL MATCHING GRANT TO PROVINCES (CMGP) PROGRAM	Php <u>90,000.00</u>

Item	A Offered Rate (Php)	B Max No. of Nights	C Max No. of Pax	D Max No. of Meals	Subtotal For accommodations: (A x B x C) For meals: (A x C x D)
Date of Activity: October 13, 2020					
Meals-AM Snacks		n/a	30	1	
Meals-Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	
Meals -Dinner		n/a	30	1	
Date of Activity: October 14, 2020					
Meals-AM Snacks		n/a	30	1	
Meals- Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	

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Meals –Dinner		n/a	30	1	
Date of Activity: October 15, 2020					
Meals–AM Snacks		n/a	30	1	
Meals- Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals –Dinner		n/a	30	1	
Total Offered Proposal/Quotation					

 Signature over Printed Name

 Telephone or Mobile Number

 Email Address

 Date Accomplished

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Terms and Conditions

1. Any modifications in the meal arrangements during contract implementation must be approved by DILG-XII. The rate of the meals shall not exceed the amount equal to the said unit cost published price as of the date of return of this RFQ; **provided**, that the resulting total cost of meal arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charge for additional persons shall be contained in an Amendment to Contract.
11. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
13. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG-XII shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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