

#### DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Document Code
FM-QP-DILG-AS-RO-10-07
Rev. No. | Eff. Date | Page

							00.13.21	01	1
	Negotiated Procurement- Small Value Procurement (SVP)		RFQ No. :			2022- 04-			
Name of Procuring Entity:	DILG REGION XII	Date:	भ	APPIL	2022				
Office/End User:	LGCDD								

Company Name (TO BE FILLED OUT BY SUPPLIER):

Address (TO BE FILLED OUT BY SUPPLIER)

# \*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)

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.
- 2. Bidders may quote for any or all items.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotations 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 specifiactions and other terms and conditions stated herein.
- 6. 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 to test the goods to confirm their conformity to the technical specifications.
- 8. 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.
- Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.

# APPROVED BUDGET FOR THE CONTRACT (ABC): Php 109,200.00

LAILYN A. ØRTYZ, CESO V

		Assistant Regional Director/RBAC Chairpers on									
ITEM NO.	ITEM DESCRIPTION		UNIT	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS			
						YES	NO				
1	Availability of Venue and accommodation with food for the conduct of Orientation for Civil Society Organization (CSO) Desk Officers of Local Government Units (LGUs) in Region XII					[ ]	[ ]				
	Open to all qualified bidders					[ ]	[ ]				
	Must be accessible to Public Transportation;					[]	[ ]				
	Free Parking Space and use of amenities and facilities;					[ ]	[ ]				
	With proper waste management with Sanitary Permit from appropriate authority;					[]	[]				
2	Accomodation / Room arrangements:										
	1 Bed 1 Person					[ ]	[ ]				
	Maximum of 2 pax per room (Individual Bed)					[]	[ ]				
	With fast WIFI Connection (atleast 50mbps or hingher);					[ ]	[ ]				
	Alternate WIFI provider incase of Internet Connection Interruption or Poor Connectivity					[ ]	[ ]				
	Complimentary bottled water and coffee, etc.;					[]	[]				
	Fully-Air conditioned with television, toilet, shower with complimentary toiletries and care kit(alcohol and face mask);					[ ]	[ ]				
	Bedrooms with good ventilation to reduce the risk of COVID- 19 spread;					[ ]	[ ]				
	Room Accomodation must be at a adjascent Location (Same Building with the Hall)					[ ]	[ ]				



### DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

MODE (	OF PROCUREMENT:	Negotiated Procurement- Smal Procurement (SVP)	l Value	RFQ No	D. :	(	SUP		4-052			
	f Procuring Entity:	DILG REGION XII		Date:	25	APRIL	207	R				
Office/E	End User:	LGCDD										
	ny Name (TO BE FILLED SUPPLIER):											
Address SUPPLI	s (TO BE FILLED OUT BY ER)											
*PhilG	<b>GEPS Registration No</b>	o. (TO BE FILLED OUT BY	SUPPL	ER)								
duly sig		or the requirements listed hereun	der subj	ect to th	e Term	s and Cond	litions	stated be	low and s	ubmit to this office		
	rs shall provide correct and	accurate information required in	the second secon			asures, or o		-		if they are signed		
3. Price		ated in Philippine Peso shall	conformi	ty to the	technic	al specificat	ions.			ds to confirm their		
4. Quota shall be 5. Award or the hi	rejected.  d of contract shall be made to ghest rated offer (for consumum technical specifiaction	to the lowest quotation (for goods) lting services) which complies with s and other terms and conditions	the goods day of de liquidate prejudice	s not deli lay. The d damage e to other uotation	vered w DILG sh es reach course	vithin the pr all rescind ses ten (10) s of action a	rescribe the cont percent and rem	d delivery tract once t of the am edies open	period sha the cumula ount of the to it.	1.%) of the value of ill be imposed per tive amount of contract, without as from the date of		
	DDDOUED BUDGET FOR	THE CONTRACT (ARC).	Subillissi	011.			7.4	1				
APPROVED BUDGET FOR THE CONTRACT (ABC):  Php 109,200.00			LAILYN A. OR FIZ, CESO V  Assistant Regional Director/RBAC Chairper Sen									
	1	daily to reduce the risk of COVID-		T				[]				
	19; No bump off of participan	its to other hotel.						[]	[ ]			
3	Meals / Catering:											
	May 11, 2022 (Wednesd	lay) Day 1										
	AM Snacks		42	pax				[]	[]			
	Lunch		42	pax				[ ]	[ ]			
	PM Snacks		42	pax				[ ]	[ ]			
	Dinner		42	pax				[ ]	[ ]			
	Room Accommodation w	ith Free Breakfast	42	pax				[ ]	[ ]			
	May 12, 2022 (Thursday	y) Day 2										
	AM Snacks		42	pax				[ ]	[ ]			
	Lunch		42	pax				[ ]	[ ]			
	PM Snacks		42	pax				[ ]	[ ]			
	Free-flowing Coffee for th	ne entire duration of the Activity.						[]	[ ]			
4	Venue/Hall											
		accommodate at least <b>ONE</b> pants in adherence to minimum COVID-19						[ ]	[ ]			
		nall should have no columns/post in act both resource speakers and						[ ]	[ ]			
	With standalone LAN Intersecretariat with alternate	ernet (50mbps or higher) for the e source of internet;						[ ]	[ ]			

At least 10-15 round tables with desirable clothing and banquet chairs and appropriate center piece per table.



# DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Document Code
FM-QP-DILG-AS-RO-10-07
Rev. No. Eff. Date Page

		Time Regional dovernmen	t denter, dar	ipencer min, kor	olladar City, 9	300	Ital	00	06.15.21	of	
	OF PROCUREMENT:	Negotiated Procurement- Sma Procurement (SVP)	ıll Value	RFQ No. :		SVP	2022-	04-0	52		
	Procuring Entity:	DILG REGION XII		Date: 25	APRIL	2022					
Office/E	nd User:	LGCDD									
	y Name (TO BE FILLED SUPPLIER):										
Address SUPPLIE	(TO BE FILLED OUT BY										
		o. (TO BE FILLED OUT BY	CHIDDLE	ED)							
Please q duly sign	uote your lowest price fo	or the requirements listed hereu			rms and Cor	nditions s	tated b	elow an	d submit	to this offic	
	rs shall provide correct and	accurate information required in		terlineations, d by the supp						y are signed	
	rs may quote for any or all	items. ated in Philippine Peso shall	7. The DII	LG shall have ty to the techn	the right to i	nspect and				onfirm their	
include al	ll taxes duties and/or levie tions exceeding the Approv	s payable.  red Budget for the Contract (ABC)	8. Liquida the goods day of dela	ted damages not delivered ay. The DILG	equivalent to I within the p shall rescind	one-tentl prescribed the contr	deliver act once	y period e the cun	shall be in nulative an	mposed per mount of	
or the hig	hest rated offer (for consu num technical specifiaction	to the lowest quotation (for goods) Iting services) which complies with is and other terms and conditions	prejudice	d damages rea to other cours notation(s) mo	ses of action	and reme	dies ope	en to it.			
Al	PPROVED BUDGET FOR	R THE CONTRACT (ABC):				/ Tun	,				
	Php 109		LAILYN A. ORPIZ, CESO V  Assistant Regional Director/RBAC Chairperson								
	At least 2 Secretariat Table clothing will be placed in	es(long table) with desirable side the hall near the door.					[ ]	]	]		
	With Philippine Flag (with	n pole) and Podium for Speakers;					[ ]	[	1		
	Fully Airconditioned Hall						[]	1			
	Resource Person/DILG Fo	ses to cater the needs of the cals/Secretariat/Participants;					[ ]	1	]		
	sound system;	ectors with projectors screens and					[ ]	[			
	computers (at least 1 per and	xtension cords for Laptops and table) and 1 for the secretariat;					[ ]	[ ]			
	Conduct sanitation after d						[]	1			
	Standby first aid kit and B						[ ]	[			
		e of power failure/brownouts.					[ ]	[ ]			
5	Other Services:										
	number of target participa	num of 75% out of the total ants; health standards/protocols					[ ]	[ ]			
	provided by the DOH	nearth standards/protocols					[ ]	[ ]			
		**************************************	THING FOL	LOWS ******	*******	******					
	OFFERED RATE PRO		T	$\neg \neg$	T	T		T			
	Note:		-					+	+		
	*In order to be eligible for suppliers/service provion the quotation/proposal for requirements:	lers must submit together with									
	Annual Income Tax Return	(ITR) FY. 2020 (for those who do					[ ]	[ ]	T		



## DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

MODE OF	PROCUREMENT:	Negotiated Procurement- Smal Procurement (SVP)	l Value	RFQ No	). :		SUP	2022- 0	4-052		
Name of F	rocuring Entity:	DILG REGION XII		Date:	25	APRI	2	22			
Office/En		LGCDD									
Company	Name (TO BE FILLED UPPLIER):					-					
Address (	TO BE FILLED OUT BY										
		. (TO BE FILLED OUT BY	SUPPLI	ER)							
lease qu	ote your lowest price fo	r the requirements listed hereur			e Terms	and Cond	itions	stated bel	ow and s	ubmit to this office	
	ND CONDITIONS:										
. Bidders his form.	shall provide correct and	accurate information required in				or its auth				y if they are signed	
	may quote for any or all it	ems. Ited in Philippine Peso shall				right to ins		nd/or to te	st the good	ds to confirm their	
nclude all	taxes duties and/or levies	payable.								1%) of the value of all be imposed per	
hall be re		ed Budget for the Contract (ABC)	day of de	lay. The	DILG sha	ill rescind t	he con	tract once	the cumula	ative amount of	
r the high	est rated offer (for consul-	the lowest quotation (for goods) ting services) which complies with and other terms and conditions	liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.								
he minimum technical specifiactions and other terms and conditions stated herein.				9. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.							
AP	PROVED BUDGET FOR	THE CONTRACT (ABC):					(Annie	,			
	Php 109		LAILYN A ORTIZ, CESO V  Assistant Regional Director/RBAC Chairperson								
	Certificate of Business Nar (Updated)	ne Registration from DTI				1		[ ]	[]		
	Tax Clearance Certificate f	rom BIR (Updated)						[ ]	[ ]		
	Business/ Payor's Permit	(Updated)						[ ]	[ ]		
	Accomplished and Notaria	zed Omnibus Sworn Statement						[ ]	[ ]		
	Certificate of PhilGEPs Reg	gistration						[]	[ ]		
	C. Limao, Ms. Cheezza P.										
	IMPORTANT: Please sub ENVELOPE/S on/before	mit your quotation/s in SEALED MPAL 28, 2022 at exactly 10:00 AM e 12, Regional Center, Brgy.									
										-	
Warranty			P	rice Valid	lity						
above.	After having car	refully read and accepted y	our Gen	eral Co	nditio	ns, I/WE	quot	e on the	item(s)	at prices noted	
						Printed Na	me/Sig	gnature/Da	te	-	
						Tel. No	./Cell	ohone No.		-	