



Republic of the Philippines
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
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MODE OF PROCUREMENT	Negotiated Procurement- Small Value Procurement (SVP)	RFQ No. :	Sup 2022-05-067
Name of Procuring Entity:	DILG REGION XII	Date:	13 May 2022
Office/End User:	LGMED		
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:**
- | | |
|---|---|
| <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Bidders may quote for any or all items</p> <p>3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</p> <p>4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</p> <p>5. 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.</p> | <p>6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</p> <p>7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</p> <p>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.</p> <p>9. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.</p> |
|---|---|

APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 96,000.00

Lailyn A. Ortiz
LAILYN A. ORTIZ, CESO V
 Assistant Regional Director/RBAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
					YES	NO	
1	Food and accommodation for the conduct of CDBRP-DATRC ON-SITE MONITORING, ASSESSMENT, AND DOCUMENTATION OF SELECTED LOCAL GOVERNMENT UNITS				[]	[]	
	Open to all qualified bidders				[]	[]	
	May 23, 2022 (Day 0)						
	Lunch	12pax			[]	[]	
	PM Snacks	12pax			[]	[]	
	Dinner	12pax			[]	[]	
	Accommodation with Free Breakfast	12pax			[]	[]	
	May 24, 2022 (Day 1)						
	AM Snacks	12pax			[]	[]	
	Lunch	12pax			[]	[]	
	PM Snacks	12pax			[]	[]	
	Dinner	12pax			[]	[]	
	Accommodation with Free Breakfast	12pax			[]	[]	
	May 25, 2022 (Day 2)						
	AM Snacks	12pax			[]	[]	
	Lunch	12pax			[]	[]	
	PM Snacks	12pax			[]	[]	
	Dinner	12pax			[]	[]	
	Accommodation with Free Breakfast	12pax			[]	[]	
	May 26, 2022 (Day 3)						
	AM Snacks	12pax			[]	[]	
	Lunch	12pax			[]	[]	
	PM Snacks	12pax			[]	[]	



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PHP 96,000.00	 LAILYN A. ORTIZ, CESO V Assistant Regional Director/RBAC Chairperson

Dinner	12pax			[]	[]
Accommodation with Free Breakfast	12pax			[]	[]
May 27, 2022 (Day 4)					
AM Snacks	12pax			[]	[]
Total Offered Proposal/Quotation:		Php			
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:					
Atleast 30-35 sqm bedrooms with good ventilation to reduce the risk of COVID-19 spread;				[]	[]
No Matrimonial sharing				[]	[]
Maximum of 2 pax per room				[]	[]
With fast WIFI Connection (atleast 100mbps);				[]	[]
Complimentary bottled water and coffee, etc.;				[]	[]
Fully-Air conditioned with television, toilet and shower with complimentary toiletries;				[]	[]
Clean and disinfected to reduce the risk of COVID-19;				[]	[]
No bump off of participants to other hotel.				[]	[]
3 Meals / Catering arrangements:					
For lunch and dinner - Salad/Soup, Main Courses (at least 3 variants of dish or 1 meat, 1 seafood and 1 vegetable dish), Rice, Dessert (Packed Lunch)				[]	[]
In all instances, there should be buffer for meals good for 3 persons					
4 Other Services:					
**Secured a Safety Seal from an Issuing Authority; and				[]	[]
**Conducts regular disinfection of training halls.				[]	[]

***** NOTHING FOLLOWS *****

Note:					
*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements:					
Annual Income Tax Return (ITR) FY. 2020 (for those who do not have Business Permit for 2022 yet)				[]	[]



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APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 96,000.00

Signature
LAILYN A. ORTIZ, CESO V
 Assistant Regional Director/RBAC Chairperson

Certificate of Business Name Registration from DTI (Updated)				[]	[]
Tax Clearance Certificate from BIR (Updated)				[]	[]
Business/ Payor's Permit (Updated)				[]	[]
Accomplished and Notarized Omnibus Sworn Statement				[]	[]
Certificate of PhilGEPs Registration				[]	[]

IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before May 17, 2022 at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City

*Pursuant to Department Circular No. 2020-26 on the Guidelines on the Allocation of Funds for Venue, Meals and Snacks and Room Accommodation should not exceed **Php 2,000.00 (Meals: Php 400.00, Snacks: Php 100.00, Room Accommodation: Php 1,000.00)**

For further inquiries or clarifications, you may contact **Ms. Cheezza Mirasol** or **Mel Roy B. Manait** at telephone numbers (083)228-1421 or (083) 228-7960 or email address at mail@region12.dilg.gov.ph and dilgro12rbacsecretariat@gmail.com.

Warranty	Price Validity
<p>After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.</p> <p>_____</p> <p style="text-align: center;">Printed Name/Signature/Date</p> <p>_____</p> <p style="text-align: center;">Tel. No./Cellphone No.</p>	