



MODE OF PROCUREMENT: Negotiated Procurement- Small Value Procurement (SVP) RFQ No. : **SVP 2022-03-036**

Name of Procuring Entity: **DILG REGION XII** Date: **30 March 2022**

Office/End User: **DILG GENSAN**

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.
 - 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 specifications 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 to test the goods to confirm their conformity to the technical specifications.
 - 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 54,000.00

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	Catering services for the conduct of Regular monthly/conference/meeting of the DILG GenSan City Team						
	Open to all qualified bidders (Preferably from General Santos City)						
2	Meals / Catering:						
	April 29, 2022 (Friday)						
	Am Snacks	12 pax			[]	[]	
	Lunch	12 pax			[]	[]	
	Pm Snacks	12 pax			[]	[]	
	May 27, 2022 (Friday)						
	Am Snacks	12 pax			[]	[]	
	Lunch	12 pax			[]	[]	
	Pm Snacks	12 pax			[]	[]	
	June 24, 2022 (Friday)						
	Am Snacks	12 pax			[]	[]	
	Lunch	12 pax			[]	[]	
	Pm Snacks	12 pax			[]	[]	
	July 29, 2022 (Friday)						
	Am Snacks	12 pax			[]	[]	
	Lunch	12 pax			[]	[]	
	Pm Snacks	12 pax			[]	[]	



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Office/End User:	DILG GENSAN			

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August 26, 2022 (Friday)						
Am Snacks	12 pax			[]	[]	
Lunch	12 pax			[]	[]	
Pm Snacks	12 pax			[]	[]	
September 23, 2022 (Friday)						
Am Snacks	12 pax			[]	[]	
Lunch	12 pax			[]	[]	
Pm Snacks	12 pax			[]	[]	
October 28, 2022 (Friday)						
Am Snacks	12 pax			[]	[]	
Lunch	12 pax			[]	[]	
Pm Snacks	12 pax			[]	[]	
November 25, 2022 (Friday)						
Am Snacks	12 pax			[]	[]	
Lunch	12 pax			[]	[]	
Pm Snacks	12 pax			[]	[]	
December 23, 2022 (Friday)						
Am Snacks	12 pax			[]	[]	
Lunch	12 pax			[]	[]	
Pm Snacks	12 pax			[]	[]	
3	VENUE/HALL					
	Can accommodate up to 20 pax in adherence to minimum health protocols against COVID-19;			[]	[]	
	Function room/training hall should have no columns/post in the middle that can distract both resource speakers and participants;			[]	[]	



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With stand alone LAN Internet (atleast 50mbps or higher) for the secretariat;				[]	[]
At least 4 round tables with desirable clothing and 5 banquet chairs per table and appropriate center piece per table.				[]	[]
With Philippine Flag (with pole), Podium for Speakers and free backdrop;				[]	[]
With free wifi connection (50 mbps);				[]	[]
Always sanitize the venue before and after the activity;				[]	[]
Fully Airconditioned Hall;				[]	[]
2 Functional wireless and 1 wired back up microphones				[]	[]
Standby waiters/waitresses to cater the needs of the participants (Properly wear Face Mask);				[]	[]
Power outlets and extra extension cords for Laptops and computers if incase needed				[]	[]

OFFERED RATE PROPOSAL:		Php _____
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4 Other Services/Requirements:					
With standby personnel/staff provide assistance and is/are strictly observing minimum health protocols				[]	[]
** A guaranteed of a minimum of 75% out of the total number of target participants;				[]	[]

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

OFFERED RATE PROPOSAL:					
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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	LAILYN ALORTIZ, 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 <u>APRIL 6, 2022</u> at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City						
For further inquiries or clarifications, you may contact Ms. Maria Kristine Sulaik and Ms. Cheeza Mirasol 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	
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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.