



### REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT	RFQ No.	2020-08-109
Name of Procuring Entity:	DILG RI	Date:	
Office/End User:	LGCCD		
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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| <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Bidders may quote for any or all terms.</p> <p>3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.</p> <p>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</p> <p>5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</p> <p>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.</p> | <p>7. 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>8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</p> <p>9. Liquidated damages equivalent to one-tenth of one percent (0.001) 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 amount of the contract, without prejudice to other courses of action and remedies open to it.</p> <p>10. Bidders shall submit their quotation together with all the required documents on or before _____ to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.</p> |
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August 12, 2020, 10:00 AM

*[Signature]*  
**PEDRO D. GONZALES**  
Chair, BAC

APPROVED BUDGET FOR THE CONTRACT (ABC):  
P 300,000.00

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	<p>Meals &amp; Snacks (Part 1; Part 2; Part 3; Part 4 &amp; Part 5) Day 1 : Breakfast, AM Snack, Lunch, PM Snack &amp; Dinner</p> <p><i>Inclusions and Specifications:</i></p> <ul style="list-style-type: none"> <li>&gt; Venue: preferably registered Philgeps-hotel, located in Bauang or San Juan, La Union</li> <li>&gt; Free tarpaulin/backdrop</li> <li>&gt; Strong internet connectivity</li> <li>&gt; Compliant of the standard health protocols in the new normal.</li> <li>&gt; availability of Extension wires</li> <li>&gt; white board with pentel pen</li> <li>&gt; free use of the function hall</li> <li>&gt; free overflowing coffee</li> <li>&gt; at least 3 microphones</li> <li>&gt; Available &amp; clear Sound System with Technician</li> <li>&gt; Well ventilated, enclosed Function Room</li> </ul> <p style="text-align: center;"><b>IMPORTANT</b></p> <p><b>SCHEDULE OF SUBMISSION OF DOCUMENTARY REQUIREMENTS:</b></p> <p><b>SUBMISSION OF BID/OFFER:</b></p> <ol style="list-style-type: none"> <li>1. Valid Business/ Mayor's Permit</li> <li>2. Latest Income/Business Tax Return</li> <li>3. PhilGEPS Registration Number</li> <li>4. Menu (for procurement with meals and snacks)</li> </ol> <p><b>* Non-submission of the above-stated requirements shall automatically disqualify the bidder.</b></p> <p><b>PRIOR TO ISSUANCE OF NOTICE OF AWARD:</b></p> <ol style="list-style-type: none"> <li>1. Omnibus Sworn Statement</li> </ol> <p>Purpose/Title of the Activity: TRNG. OF TRAINERS ON THE FORMULATION OF RISK-INFORMED &amp; GENDER RESPONSIVE CDPs/CAPACITY BLDG. ON CDP+ (TOT)</p> <p>Tentative Dates of the Activity: SEPT. 4, 2020 (PART 1); SEPT. 11, 2020 (PART 2); SEPT. 18, 2020 (PART 3); SEPT. 25, 2020; OCT. 2, 2020 (PART 5)</p>	60	pax		

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.