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**REQUEST FOR QUOTATION (RFQ)**

|                           |   |         |             |
|---------------------------|---|---------|-------------|
| MODE OF PROCUREMENT:      | <b>NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT</b>     | RFQ No. | 2819-07-240 |
| Name of Procuring Entity: | DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT 1           | Date:   | 9-17-19     |
| Office/End User:          | LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED) |         |             |
| 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:

|   |   |
|---|---|
| <p><b>TERMS AND CONDITIONS:</b></p> <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 <u>September 23, 2019 10:00 AM</u> to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.</p> |
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|  |   |
|--|---|
| APPROVED BUDGET FOR THE CONTRACT (ABC):<br>P223,200.00 | <br><b>PEDRO D. GONZALES</b><br>Chairman, BAC |
|--|---|

| ITEM NO. | ITEM DESCRIPTION  | QTY. | UNIT | ABC PER ITEM | PRICE PER UNIT |
|----------|---|------|------|--------------|----------------|
|          | <p><i>Meals and Accommodation of participants and training management staff</i></p> <p><b>&gt; ALL BUFFET for Breakfast, Lunch and Dinner with 2 snacks (am and pm)</b><br/> <b>OCTOBER 9 - 10, 2019</b></p> <p><b>Day 0 October 8, 2019</b><br/>           Dinner 8 pax 400.00<br/>           Accommodation 8 pax 800.00</p> <p><b>Day 1 October 9, 2019</b><br/>           Breakfast 8 pax 200.00<br/>           AM Snacks, Lunch, PM Snacks, Dinner and Accommodation 53 pax 1,800.00</p> <p><b>Day 2 October 10, 2019</b><br/>           Breakfast, AM Snacks, Lunch, PM Snacks, Dinner and Accommodation 53 pax 2,000.00</p> <p><b>Day 3 October 11, 2019</b><br/>           Breakfast 53 pax 200.00</p> <p><b>TRAINING REQUIREMENTS AND TECHNICAL SPECIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>&gt; Free use of Training/Function Hall which can accommodate the number of participants and appropriate space for 53 pax for the Workshop;</li> <li>&gt; Training/Function Hall must be equipped with the following:               <ul style="list-style-type: none"> <li>a) Tables in rectangular shape with comfortable chairs</li> <li>b) Training amenities including microphones, extension wires and outlets</li> </ul> </li> <li>&gt; Training/Function Hall must be SQUARE in shape, with podium<br/>No barrier or columns in the middle of the Function Hall.</li> <li>&gt; Training/Function Hall must be equipped with strong and steady Wifi Connection;</li> <li>&gt; Provision of Secretariat Table;</li> <li>&gt; Continuous/free flowing coffee and water;</li> <li>&gt; Provision of backdrop/tarpaulin.</li> </ul> <p><b>FOR THE ROOM ACCOMMODATION:</b></p> <ul style="list-style-type: none"> <li>&gt; Strictly two (2) pax in a room with COMFORTABLE INDIVIDUAL BED</li> <li>&gt; Inclusive two (2) individual room for the Regional Director and Resource Person</li> <li>&gt; With amenities i.e.soap, shampoo and hot/cold shower</li> <li>&gt; Provision of FREE Secretariat Room</li> </ul> <p><b>VENUE: Preferably in BAGUIO CITY</b></p> |      |      |              |                |

**DOCUMENTARY REQUIREMENTS:**

For procurement projects with ABC>P50,000.00

**UPON SUBMISSION OF BID/ OFFER:**

1. Valid Business/ Mayor's Permit
2. Latest Income/Business Tax Return
3. PhilGEPS Registration Number
4. Menu (for procurement with meals and snacks)

*\* Non-submission of the above-stated requirements shall automatically disqualify the bid/offer*

**PRIOR TO ISSUANCE OF NOTICE OF AWARD:**

1. Omnibus Sworn Statement

**Purpose/Title of the Activity: Seminar-Workshop on Regulatory  
Simplification for Local Government (RS4LG)**

**Date of the Activity: October 9 - 11, 2019**

Warranty

Price Validity

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.