



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGIONAL OFFICE 1

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**REQUEST FOR QUOTATION (RFQ)**

<b>MODE OF PROCUREMENT:</b> SMALL VALUE PROCUREMENT	RFQ No. :	2025-09 -146
Name of Procuring Entity: DILG REGION 1	Date:	Sept. 4, 2025
Office/End User: FAD		
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:**
- 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 Contract shall be made to the lowest quotation (for
  - 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.

**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**P 110,500.00**

**RHODORA G. SORIANO**  
BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER / SERVICE PROVIDER	
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
	Meals and snacks							
	Day 1	42	pax	1,300.00	54,600.00			
	2 snacks, lunch & Dinner							
	Day 2	43	pax	1,300.00	55,900.00			
	2 snacks, lunch & Dinner							
					110,500.00			
	NOTE:							
	Minimum required meals							
	Breakfast - rice, 2 viands, egg, dessert, coffee, /milo, pandesal							
	Lunch & Dinner - 3 viands ( meat, fish, vegetables), rice, soup, dessert, water							
	AM/PM Snacks - nutritional food and drinks							
	Plastic/Styrofoam food container/utensils are discouraged							
	Bidders shall submit their quotation together with all the required documents on or before <b>SEP. 12, 2025, 9:59 AM</b> to the BAC Secretariat. The BAC shall not accept the quotations received after the deadline.							
	* Please submit your Quotation for the WHOLE LOT.							
	<b>REQUIRED DOCUMENTS:</b>							
	<b>Submission of Bid/ Offer</b>							
	1. Valid Business/ Mayor's Permit							
	2. Latest Income/Business Tax Return/ Tax Clearance							
	3. Menu (for procurement with meals and snacks)							
	4. PhilGEPS Registration Number							
	<b>Prior to Issuance of Notice of Award (NOA)</b>							
	5. Omnibus Sworn Statement							
	6. Special Power of Attorney (if Authorized Representative)/ Secretary's Certificate							
	* Non-submission of the above-stated requirements shall automatically disqualify the bid/offer							
	<b>Purpose/Title of the Activity:</b>							
	For the conduct of RA 12009 Orientation: Building Awareness for Effective Implementation on Sept.15-16, 2025							

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. \_\_\_\_\_