



MODE OF PROCUREMENT:	Negotiated Procurement- Small Value Procurement (SVP)	RFQ No. :	SVP 2022-03-034
Name of Procuring Entity:	DILG REGION XII	Date:	25 March 2022
Office/End User:	ORD-PDMU		

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:**
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 - Bidders may quote for any or all items.
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APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 93,000.00

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	Availability of Venue and accommodation with food for the CONDUCT OF REGULAR COORDINATION MEETING FOR THE IMPLEMENTATION OF LOCAL GOVERNMENT SUPPORT FUND - SUPPORT OF BARANGAY DEVELOPMENT PROGRAM (LGSF-SBDP) - SULTAN KUDARAT				[]	[]	
	Open to all qualified bidders (Preferably within Koronadal City)				[]	[]	
	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	Accommodation / Room arrangements:						
	1 Bed 1 Person				[]	[]	
	Maximum of 2 pax per room				[]	[]	
	With fast WIFI Connection (atleast 100mbps);				[]	[]	
	Complimentary bottled water and coffee, etc.;				[]	[]	
	Fully-Air conditioned with television, toilet, shower with complimentary toiletries and care kit(alcohol and face mask);				[]	[]	
	Bedrooms with good ventilation to reduce the risk of COVID-19 spread;				[]	[]	
	Clean and disinfect room daily to reduce the risk of COVID-19;				[]	[]	
	No bump off of participants to other hotel.				[]	[]	
3	Meals / Catering:						
	April 7, 2022						
	AM Snacks	20			[]	[]	
	Lunch	20			[]	[]	
	Dinner	5			[]	[]	



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	Accommodation with free Breakfast	5			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
	April 8, 2022					
	AM Snacks	30			[]	[]
	Lunch	30			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
	June 9, 2022					
	AM Snacks	20			[]	[]
	Lunch	20			[]	[]
	Dinner	5			[]	[]
	Accommodation with free Breakfast	5			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
	June 10, 2022					
	AM Snacks	30			[]	[]
	Lunch	30			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
	August 10, 2022					
	AM Snacks	20			[]	[]
	Lunch	20			[]	[]
	Dinner	5			[]	[]
	Accommodation with free Breakfast	5			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
	October 13, 2022					
	AM Snacks	30			[]	[]
	Lunch	30			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
4	Venue/Hall					



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PHP 93,000.00	

Can accommodate up to 30 pax in 50% capacity (50 pax if full capacity) 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;					[]	[]
With standalone LAN Internet (100mbps or higher) for the secretariat;					[]	[]
At least 8-10 round tables with desirable clothing and banquet chairs and appropriate center piece per table.					[]	[]
At least 2 Secretariat Tables(long table) with desirable clothing will be placed inside the hall near the door.					[]	[]
With Philippine Flag (with pole) and Podium for Speakers;					[]	[]
Fully Airconditioned Hall					[]	[]
Standby waiters/waitresses to cater the needs of the participants;					[]	[]
At least two (2) LCD projectors with projectors screens and sound system;					[]	[]



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	Power outlets and extra extension cords for Laptops and computers (at least 1 per table) and 1 for the secretariat; and					[]	[]
	Conduct sanitation after daily session					[]	[]
	Standby first aid kit and BP apparatus					[]	[]
	Standby Generators in case of power failure/brownouts.					[]	[]
5	Other Services:						
	** A guaranteed of a minimum of 75% out of the total number of target participants;					[]	[]
	**Secured a Safety Seal from an Issuing Authority; and					[]	[]
	**Compliant to maximum health standards/protocols provided by the DOH					[]	[]

***** 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. 2017 (for those who do not have Business Permit for 2019 yet)					[]	[]
	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					[]	[]



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IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before <u>MARCH 30, 2022</u> at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City					
For any clarification, you may contact Ms. Cheezza Mirasol and Ms. Herminia S. Ontoy at telephone numbers (083)228-7959 to 60 and (083)228-1421 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.