



Document Code		
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MODE OF PROCUREMENT:	Negotiated Procurement- Small Value Procurement (SVP)	RFQ No. :	SVP 2022- 04- 053
Name of Procuring Entity:	DILG REGION XII	Date:	25 APRIL 2022
Office/End User:	LGMED		

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 113,700.00

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	Food for the Conduct of Actual Assessments (ON-SITE)/ RAT Assessment with the Cities and Provinces - May 4, 2022 and Venue and accommodation with food for the Conduct of Regional Calibration, Post Activity Meeting and Shortlisting and Online Data Entry and Google Drive Uploading cum Submission of Final documentary requirements for the 2022 SGLG on May 16 - 20, 2022				[]	[]	
	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;				[]	[]	
	24/7 Security Services				[]	[]	
2	Accommodation / Room arrangements:						
	No Matrimonial sharing				[]	[]	
	Maximum of 3 pax per room				[]	[]	
	With fast WIFI Connection (at least 100 mbps speed and ping should be <100 ms);				[]	[]	
	Complimentary bottled water and coffee, etc.;				[]	[]	
	Fully-Air conditioned with television, toilet and shower with complimentary toiletries;				[]	[]	
	Bedrooms with good ventilation to reduce the risk of COVID-19 spread;				[]	[]	
	Clean and disinfected to reduce the risk of COVID-19;				[]	[]	
	No bump off of participants to other hotel.				[]	[]	
3	Meals / Catering:						

	Conduct of Actual Assessments (ON-SITE)/ RAT Assessment with the Cities and Provinces - May 4, 2022					
	Breakfast	6			[]	[]
	Conduct of Regional Calibration, Post Activity Meeting and Shortlisting - May 16, 2022					
	AM Snacks	25			[]	[]
	Lunch	25			[]	[]
	PM Snacks	25			[]	[]
	Dinner	25			[]	[]
	Accommodation with Free Breakfast	15			[]	[]
	Conduct of Regional Calibration, Post Activity Meeting and Shortlisting - May 17, 2022					
	AM Snacks	25			[]	[]
	Lunch	25			[]	[]
	PM Snacks	25			[]	[]
	Dinner	25			[]	[]
	Accommodation with Free Breakfast	15			[]	[]
	Conduct of Regional Calibration, Post Activity Meeting and Shortlisting - May 18, 2022				[]	[]
	AM Snacks	25			[]	[]
	Lunch	25			[]	[]
	Online Data Entry and Google Drive Uploading cum Submission of Final documentary requirements - May 18, 2022					
	PM Snacks	5			[]	[]
	Dinner	5			[]	[]
	Accommodation with Free Breakfast	5			[]	[]
	Online Data Entry and Google Drive Uploading cum Submission of Final documentary requirements - May 19, 2022					
	AM Snacks	5			[]	[]
	Lunch	5			[]	[]
	PM Snacks	5			[]	[]
	Dinner	5			[]	[]
	Accommodation with Free Breakfast	5			[]	[]
	Online Data Entry and Google Drive Uploading cum Submission of Final documentary requirements - May 20, 2022					
	AM Snacks	5			[]	[]
	Lunch	5			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
4	Venue/Hall					
	Can accommodate up to 50 pax in 50% capacity (100pax 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 Presidential table (can accommodate at least 6 persons on stage)				[]	[]
	With Philippine Flag (with pole) and Podium for Speakers;				[]	[]
	Fully Airconditioned Hall				[]	[]

	Standby waiters/waitresses to cater the needs of the participants;				[]	[]	
	At least 2 Projectors, 2 projector screens and 2 projector tables				[]	[]	
	Power outlets and extra extension cords for Laptops and computers (at least 1 per table) and 1 for the secretariat; and				[]	[]	
	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				[]	[]	
	**Department of Tourism Accredited Establishment.				[]	[]	
	**Conducts regular disinfection of training halls.				[]	[]	

***** 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				[]	[]	
	IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before April 29, 2022 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 P. Mirasol or Mr. Jon Leo J. Licayan, CPA 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

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.