



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

REQUEST FOR QUOTATION

Date: 28 June 2018
 RFQ No.: 2018-06-0260

Name of Hotel/Venue:
Address:
Registered Business Name:
Address:
Business Permit No.
TIN:
PhilGEPS Reg. No.

1. The Department of the Interior and Local Government (DILG) Region XII, through its Bids and Awards Committee, hereby intends to **procure GOODS AND SERVICES (meals and accommodation)** on the conduct of **ROLL OUT OF THE BARANGAY INFORMATION SYSTEM'S (BIS) MODULES AND SUBAYBAYAN** to be conducted on **July 23-27, 2018** in General Santos City.

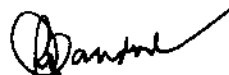
2. **WHEREAS**, in accordance with GPPB Resolution No. 13-2016 dated August 9, 2016 "Implementing Guidelines for Small Value Procurement pursuant to Section 53.9 of the RIRR of RA9184, Request for Quotation (RFQ) for the said activity has been posted in the PhilGEPS.

Submit your proposal/quotation for the procurement of **MEALS AND SNACKS** with **ACCOMMODATION** for five (5) nights; and **MEALS AND SNACKS** broken down as follows:
 A. **AM Snacks** consists of snack and drinks; B. **LUNCH (HALAL)** consists of four (4) main courses: 2 meat and 1 fish, 1 salad/soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snack and drinks; D. **DINNER** consists of (3) main courses: 2 meat and 1 fish, 1 salad/soup, 1 dessert, rice and drinks E. **Buffet Breakfast** : 2 main course (at least 1 meat or fish dish), salad/soup, rice (Fried or Plain) and fruits.

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. of July 2, 2018 (Monday)** for the specified goods and services, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

4. Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

5. For any clarification, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento** and **Mr. Mel Roy B. Manait** at telephone numbers **(083) 228-7959 to 60** and **(083) 228-1421** or email address at **dilg_ro12@yahoo.com**.


RILIMIN H. SANDOVAL
 LGOO VII / Chairperson, BAC

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (IUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical Specifications with asterisks (*) are mandatory. **Failure to comply with any of the mandatory requirements will disqualify your quotation.**

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the following item/s as follows:

Legend:

*** MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.**

		Approved Budget for the Contract (ABC)		
Procurement of Accommodation and Catering Services on the ROLL OUT OF THE BARANGAY INFORMATION SYSTEM'S (BIS) MODULES AND SUBAYBAYAN to be conducted on July 23-27, 2018 in General Santos City.		Php 530,000.00		
Technical Specifications:				
Item Description		Compliance		Remarks
		Yes	No	
I. Availability				
a. July 23-27,2018 (Monday-Friday), 5D*				
II. Location				
a. WITHIN GENERAL SANTOS CITY PROPER *				
b. Free Parking Space *				
III. Neighborhood Data				
a. Proper waste management with Sanitary Permit from appropriate authority		[]	[]	
b. Proximity to Police and Fire Stations		[]	[]	
c. Proximity to Banks, Postal and Telecommunications service provider		[]	[]	
IV. Venue				
1. Structural Condition*				
a. Foundation made of concrete and structural steel or both *		[]	[]	
2. Functionality of room:				
a. With LED Display Wall		[]	[]	
b. Two (2) Breakout Function Rooms that can accommodate 50 to 100 persons *		[]	[]	
c. Round /Long table with classroom table set up with desirable table clothing for formal occasion.....		[]	[]	
d. With Presidential table which can accommodate at least 10 persons on stage.....		[]	[]	
e. With 2 Secretariat's table		[]	[]	
f. With podium and Philippine National flag.....		[]	[]	
g. With at least 1 Projector, projector screen and tables for 2 projectors.....		[]	[]	

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (I.U.P.A.D.D.O.S.E).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

3. With free WIFI connection (at least 5-10mbps)		<input type="checkbox"/>	<input type="checkbox"/>
4. Room arrangements*			
a. Accommodation for:			
45 persons on July 23, 2018		<input type="checkbox"/>	<input type="checkbox"/>
65 persons on July 24, 2018		<input type="checkbox"/>	<input type="checkbox"/>
65 persons on July 25, 2018		<input type="checkbox"/>	<input type="checkbox"/>
45 persons on July 26, 2018		<input type="checkbox"/>	<input type="checkbox"/>
15 persons on July 27, 2018		<input type="checkbox"/>	<input type="checkbox"/>
	No. of Rooms		
a.1 Matrimonial Bed	NA	<input type="checkbox"/>	<input type="checkbox"/>
a.2 Triple Bed	10	<input type="checkbox"/>	<input type="checkbox"/>
a.3 Twin Bed	20	<input type="checkbox"/>	<input type="checkbox"/>
a.4 Single Bed	NA	<input type="checkbox"/>	<input type="checkbox"/>
b. With Breakfast		<input type="checkbox"/>	<input type="checkbox"/>
c. With free WIFI Connection		<input type="checkbox"/>	<input type="checkbox"/>
d. Complimentary bottled water and coffee		<input type="checkbox"/>	<input type="checkbox"/>
e. With telephone and cable TV inside the room		<input type="checkbox"/>	<input type="checkbox"/>
5. Facilities*			
a. Continuous water supply and accessible comfort rooms		<input type="checkbox"/>	<input type="checkbox"/>
b. Compliant with the standards provided by the Building Code of the Philippines		<input type="checkbox"/>	<input type="checkbox"/>
c. If building has two floors, with one functional elevator		<input type="checkbox"/>	<input type="checkbox"/>
d. Accessible emergency exit and with standby fire extinguisher		<input type="checkbox"/>	<input type="checkbox"/>
e. Available telephone and/or internet connection*		<input type="checkbox"/>	<input type="checkbox"/>
f. Audible and Operational Sound System * (at least 3 wireless microphone at the presidential table and EMCEE and 4-5 microphone with stand for audience)		<input type="checkbox"/>	<input type="checkbox"/>
g. With standby first aid kit and BP Apparatus		<input type="checkbox"/>	<input type="checkbox"/>
6. Other Requirements*			
a. 2 days after being determined as the lowest calculated and responsive bidder by the BAC, establishment should prepare for the Ocular Inspection by the BAC-TWG and/or End-User of the venue/hall and rooms and food tasting (good for 3-4 persons only)		<input type="checkbox"/>	<input type="checkbox"/>
b. Provision of Janitorial and Maintenance Services *(standby technician at the venue in cases of sound system and aircon malfunction and waiters/waitress to cater the needs of the participants)		<input type="checkbox"/>	<input type="checkbox"/>

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

c. Function room provides good ambience and conducive to learning.....	[]	[]
d. 24/7 Security Services *	[]	[]

CATERING SERVICES:		
A. Location must be inside or near the Function Room *	[]	[]
July 23, 2018 (Monday)		
i. 15 pax AM snacks*	[]	[]
<i>(AM snacks should be served between 9:30 AM - 10:AM or upon request by the Secretariat)</i>		
ii. 15 pax Buffet Lunch		
1. Salad/Soup*	[]	[]
2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 seafood dishes; and 1 variant vegetables dish)*		
3. Rice*		
4. Dessert*		
<i>(Lunch should be served between 11:30 AM - 12:00 NN)</i>		
iii. 45 pax PM snacks*	[]	[]
<i>(PM snacks should be served between 2:30PM - 3:00PM or upon request by the Secretariat)</i>		
iv. 45 pax PM Buffet Dinner		
1. Salad/Soup*	[]	[]
2. Main Course (at least 4 variants of meat dish or 1 meat, 1 seafood and 1 fish dishes; and 1 variant vegetables dish)*		
3. Rice*		
4. Dessert*		
<i>(Dinner should be served between 6:00 PM - 6:30 PM)</i>	[]	[]
v. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*	[]	[]
vi. Provision of free flowing coffee/tea/water*	[]	[]
vii. In all instances, there should be buffer for meals good for 5 persons		
July 24, 2018 (Monday)		
Meals for 65 persons *		
i. 65 pax Buffet Breakfast.....	[]	[]
<i>(breakfast should be served between 6am-6:30am)</i>		
ii. 65 pax AM snacks*	[]	[]
<i>(AM snacks should be served between 9:30 AM - 10:AM or upon request by the Secretariat)</i>		
iii. 65 pax Buffet Lunch		
5. Salad/Soup*	[]	[]
6. Main Courses (at least 4 variants of meat dish or		

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

2 meat and 1 seafood dishes; and 1 variant vegetables dish)*		
7. Rice*.....		
8. Dessert*.....		
(Lunch should be served between 11:30 AM - 12:00 NN)		
iv. 65 pax Buffet Dinner		
5. Salad/Soup*.....	[]	[]
6. Main Course (at least 4 variants of meat dish or 1 meat, 1 seafood and 1 fish dishes; and 1 variant vegetables dish)*.....		
7. Rice*.....		
8. Dessert*.....		
(Dinner should be served between 6:00 PM - 6:30 PM)		
v. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*	[]	[]
vi. Provision of free flowing coffee/tea/water*	[]	[]
vii. In all instances, there should be buffer for meals good for 10 persons	[]	[]
<u>July 25, 2018 (Monday)</u>		
Meals for 65 persons *		
i. 65 pax Buffet Breakfast (breakfast should be served between 6am-6:30am)	[]	[]
ii. 65 pax AM snacks* (AM snacks should be served between 9:30 AM - 10:AM or upon request by the Secretariat)	[]	[]
iii. 65 pax Buffet Lunch		
9. Salad/Soup*.....	[]	[]
10. Main Courses (at least 4 variants of meat dish or 2 meat and 1 seafood dishes; and 1 variant vegetables dish)*.....		
11. Rice*.....		
12. Dessert*.....		
(Lunch should be served between 11:30 AM - 12:00 NN)		
iv. 65 pax Buffet Dinner		
9. Salad/Soup*.....		
10. Main Course (at least 4 variants of meat dish or 1 meat, 1 seafood and 1 fish dishes; and 1 variant vegetables dish)*.....	[]	[]
11. Rice*.....		
12. Dessert*.....		
(Dinner should be served between 6:00 PM - 6:30 PM)		
v. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*	[]	[]

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

- | | | |
|---|-----|-----|
| vi. Provision of free flowing coffee/tea/water* | [] | [] |
| vii. In all instances, there should be buffer for meals good for 10 persons | [] | [] |

July 26, 2018 (Monday)

- | | | |
|--|-----|-----|
| Meals for 65 persons * | | |
| i. 65 pax Buffet Breakfast
(breakfast should be served between 6am-6:30am) | [] | [] |
| ii. 65 pax AM snacks* | | |
| (AM snacks should be served between 9:30 AM – 10:AM or upon request by the Secretariat) | [] | [] |
| iii. 65 pax Buffet Lunch | | |
| 13. Salad/Soup* | [] | [] |
| 14. Main Courses (at least 4 variants of meat dish or 2 meat and 1 seafood dishes; and 1 variant vegetables dish)* | | |
| 15. Rice* | | |
| 16. Dessert* | | |
| (Lunch should be served between 11:30 AM – 12:00 NN) | | |
| iv. 45 pax Buffet Dinner | | |
| 13. Salad/Soup* | | |
| 14. Main Course (at least 4 variants of meat dish or 1 meat, 1 seafood and 1 fish dishes; and 1 variant vegetables dish)* | [] | [] |
| 15. Rice* | | |
| 16. Dessert* | | |
| (Dinner should be served between 6:00 PM – 6:30 PM) | | |
| v. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)* | [] | [] |
| vi. Provision of free flowing coffee/tea/water* | [] | [] |
| vii. In all instances, there should be buffer for meals good for 10 persons | [] | [] |

July 27, 2018 (Monday)

- | | | |
|---|-----|-----|
| Meals for 45 persons * | | |
| i. 45 pax Buffet Breakfast
(breakfast should be served between 6am-6:30am) | | |
| ii. 45 pax AM snacks* | [] | [] |
| (AM snacks should be served between 9:30 AM – 10:AM or upon request by the Secretariat) | | |
| iii. 45 pax Buffet Lunch | [] | [] |
| 17. Salad/Soup* | [] | [] |
| 18. Main Courses (at least 4 variants of meat dish or 2 meat and 1 seafood dishes; and 1 variant vegetables dish)* | [] | [] |

The DILG Region XII, imbued with integrity, competence and professionalism, and living up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

19. Rice*			
20. Dessert*			
(Lunch should be served between 11:30 AM – 12:00 NN)			
iv. 15 pax Buffet Dinner			
17. Salad/Soup*			
18. Main Course (at least 4 variants of meat dish or 1 meat, 1 seafood and 1 fish dishes; and 1 variant vegetables dish)*	[]	[]	
19. Rice*			
20. Dessert*			
(Dinner should be served between 6:00 PM – 6:30 PM)			
v. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*			
	[]	[]	
vi. Provision of free flowing coffee/tea/water*			
vii. In all instances, there should be buffer for meals good for 5 persons			
	[]	[]	
	[]	[]	
7. Client Satisfaction			
i. Establishment should appropriately address the feedback and ensures client satisfaction during the activity			
	[]	[]	
ii. Billing Statement and/or Charge Invoice shall be provided to the Secretariat right after or within 48 hours after the conduct of the activity.			
	[]	[]	

Please quote your best offers for the items below and **submit this proposal not later than 10:00 P.M., July 2, 2018 (MONDAY)**. The information stated below shall be the basis for the evaluation and calculation of your quotation.

The DILG Region XII, imbued with integrity, competence and professionalism, and living up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (IUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Summary of Approved Budget	
Procurement Project	Total ABC
Procurement of Accommodation and Catering Services on the ROLL OUT OF THE BARANGAY INFORMATION SYSTEM'S (BIS) MODULES AND SUBAYBAYAN to be conducted on July 23-27, 2018 in General Santos City.	Php 530,000.00

Item	A Offered Rate (Php)	B Max No. of Nights	C Max No. of Pax	D Max No. of Meals	Subtotal For accommodations: (A x B x C) For meals: (A x C x D)
Date of Activity: July 23-27, 2018					
July 23, 2018 (Monday)					
Meals - AM Snacks		n/a	15	1	
Meals - Buffet Lunch		n/a	15	1	
Meals - PM Snacks		n/a	45	1	
Meals - Buffet Dinner		n/a	45	1	
Accommodation with free breakfast		1	45	n/a	
July 24, 2018 (Tuesday)					
Meals - AM Snacks		n/a	65	1	
Meals - Buffet Lunch		n/a	65	1	
Meals - PM Snacks		n/a	65	1	
Meals - Buffet Dinner		n/a	65	1	
Accommodation with free breakfast		1	65	n/a	
July 25, 2018 (Wednesday)					
Meals - AM Snacks		n/a	65	1	

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Meals - Buffet Lunch		n/a	65	1	
Meals - PM Snacks		n/a	65	1	
Meals - Buffet Dinner		n/a	65	1	
Accommodation with free breakfast		1	65	n/a	
July 26, 2018 (Thursday)					
Meals - AM Snacks		n/a	65	1	
Meals - Buffet Lunch		n/a	65	1	
Meals - PM Snacks		n/a	65	1	
Meals - Buffet Dinner		n/a	45	1	
Accommodation with free breakfast		1	45	n/a	
July 27, 2018 (Thursday)					
Meals - AM Snacks		n/a	45	1	
Meals - Buffet Lunch		n/a	45	1	
Meals - PM Snacks		n/a	20	1	
Meals - Buffet Dinner		n/a	20	1	
Accommodation with free breakfast		1	20	n/a	
Total Offered Proposal/Quotation					

Signature over Printed Name

Telephone or Mobile Number

Email Address

Date Accomplished

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaanahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Terms and Conditions

1. Any modifications in the room arrangements during contract implementation must be approved by DILG-XII. The rate of each new room shall not exceed the amount equal to the said room's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charge for additional persons shall be contained in an Amendment to Contract.
11. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
13. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG-XII shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (IIPADDOSE).