



MODE OF PROCUREMENT:	Negotiated Procurement- Small Value Procurement (SVP)	RFQ No. :	SVP 2022-02-018
Name of Procuring Entity:	DILG REGION XII	Date:	18 FEBRUARY 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:

- | | |
|--|--|
| <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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. |
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APPROVED BUDGET FOR THE CONTRACT (ABC):

PHP 115,000.00

LAILYN A. ORTIZ, CESO V
 Assistant Regional Director/RBAC Chairperson

	Accommodation with free Breakfast	25			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
	March 09, 2022 (Day 2)					
	AM Snacks	25			[]	[]
	Lunch	25			[]	[]
	PM Snacks	25			[]	[]
	Dinner	25			[]	[]
	Accommodation with free Breakfast	25			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.				[]	[]
	March 10, 2022 (Day 3)					
	AM Snacks	25			[]	[]
	Lunch	25			[]	[]
	PM Snacks	25			[]	[]
4	Venue/Hall					
	Can accommodate up to 25 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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 - 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.
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APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 115,000.00

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 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 TRAINING WORKSHOP ON RESULTS-Based MONITORING AND EVALUATION (RbME) ON MARCH 08 to 10, 2022				[]	[]	
	Open to all qualified bidders (Preferably within General Santos 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:						
	March 08, 2022 (Day 1)						
	AM Snacks	25			[]	[]	
	Lunch	25			[]	[]	
	PM Snacks	25			[]	[]	
	Dinner	25			[]	[]	



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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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<p>IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before FEB. 23, 2022 at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City</p> <p>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.</p>	
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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.