



MODE OF PROCUREMENT: Negotiated Procurement- Small Value Procurement (SVP) RFQ No. : **SVP 2022- 03-037**

Name of Procuring Entity: **DILG REGION XII** Date: **30 March 2022**

Office/End User: **LG MED**

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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| <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 912,000.00

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	Venue and accommodation with food for the conduct of TRAINING ON THE ENHANCED COMPREHENSIVE LOCAL INTEGRATION PROGRAM (ECLIP) FOR THE LOCAL IMPLEMENTERS OF BARMM, R12, AND R9				[]	[]	
	Open to all qualified bidders (preferably hotel location in General Santos City)				[]	[]	
	April 18, 2022 (Day 0)						
	AM Snacks	114pax			[]	[]	
	Lunch	114pax			[]	[]	
	PM Snacks	114pax			[]	[]	
	Dinner	114pax			[]	[]	
	Accommodation with Free Breakfast	114pax			[]	[]	
	April 19, 2022 (Day 1)						
	AM Snacks	114pax			[]	[]	
	Lunch	114pax			[]	[]	
	PM Snacks	114pax			[]	[]	
	Dinner	114pax			[]	[]	
	Accommodation with Free Breakfast	114pax			[]	[]	
	April 20, 2022 (Day 2)						
	AM Snacks	114pax			[]	[]	
	Lunch	114pax			[]	[]	
	PM Snacks	114pax			[]	[]	
	Dinner	114pax			[]	[]	
	Accommodation with Free Breakfast	114pax			[]	[]	
	April 21, 2022 (Day 3)						
	AM Snacks	114pax			[]	[]	



	Lunch	114pax					
	PM Snacks	114pax			[]	[]	
	Dinner	114pax			[]	[]	
	Accommodation with Free Breakfast	114pax			[]	[]	
	Total Offered Proposal/Quotation:		Php				
	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;				[]	[]	
	Provision of standby transportation/shuttle services for the participants (airport to hotel and vice versa)				[]	[]	
2	Accommodation / Room arrangements:						
	Atleast 30-35 sqm bedrooms with good ventilation to reduce the risk of COVID-19 spread;				[]	[]	
	No Matrimonial sharing				[]	[]	
	Maximum of 2 pax per room				[]	[]	
	With fast WIFI Connection (atleast 100mbps);				[]	[]	
	Complimentary bottled water and coffee, etc.;				[]	[]	
	Fully-Air conditioned with television, toilet and shower with complimentary toiletries;				[]	[]	
	Clean and disinfected to reduce the risk of COVID-19;				[]	[]	
	No bump off of participants to other hotel.				[]	[]	
3	Meals / Catering arrangements:						
	For lunch and dinner - Salad/Soup, Main Courses (at least 3 variants of dish or 1 meat, 1 seafood and 1 vegetable dish), Rice, Dessert				[]	[]	
	Free-flowing Coffee for the entire duration of the Workshop/Activity.						
	In all instances, there should be buffer for meals good for 3 persons						
4	Venue/Hall						
	Can accommodate up to 114 pax in 50% capacity (230pax 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 20-30 tables (classroom setup) with desirable clothing and banquet chairs				[]	[]	
	At least 3 Secretariat Tables (with desirable clothing) will be established outside the conference hall and 3 secretariat table inside the hall;				[]	[]	
	With Philippine Flag (with pole), Podium for Speakers, Backdrop and Welcome Streamer;				[]	[]	
	Fully Airconditioned and additional air cooling fans if necessary;				[]	[]	
	Standby Technicians at the venue and waiters/waitresses to cater the needs of the participants;				[]	[]	
	With LED Wall screens and sound system;				[]	[]	
	Power outlets and extra extension cords for computer aided workshops (at least 1 per table) and 2 for the secretariat; and				[]	[]	
	Standby Generators in case of power failure/brownouts.				[]	[]	
	Allocate space for the conduct of on-site SARS-COV2 Rapid Ag testing on day 0 (April 18, 2022).				[]	[]	
5	Other Services:						



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

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5	Other Services:					
	**Secured a Safety Seal from an Issuing Authority; and				[]	[]
	**Conducts regular disinfection of training halls.				[]	[]
	**Free of charge tarpaulin (4f.h x8f.w)				[]	[]
	**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 2-3 persons only)				[]	[]

***** NOTHING FOLLOWS *****

	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. 2020 (for those who do not have Business Permit for 2022 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 6, 2022 at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City

For further inquiries or clarifications, you may contact **Ms. Cheezza Mirasol** or **Mel Roy B. Manait** at telephone numbers (083)228-1421 or (083) 228-7960 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.