



<b>MODE OF PROCUREMENT:</b>	Negotiated Procurement- Small Value Procurement (SVP)	RFQ No.:	SVP 2022-04-040
Name of Procuring Entity:	DILG REGION XII	Date:	05 APRIL 2022
Office/End User:	LGCD		

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"> <li>Bidders shall provide correct and accurate information required in this form.</li> <li>Bidders may quote for any or all items.</li> <li>Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</li> <li>Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>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.</li> </ol> | <ol style="list-style-type: none"> <li>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</li> <li>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.</li> <li>Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.</li> </ol> |
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**APPROVED BUDGET FOR THE CONTRACT (ABC):**

**P 93,000.00**

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

	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
					YES	NO	
1	<b>Venue and accommodation with catering services for the conduct of UPSCALING EODB FOCAL PERSONS COMPETENCY: TOT FOR EODB FOCAL PERSONS and C/MLGOOs</b>				[ ]	[ ]	
	Open to all qualified bidders				[ ]	[ ]	
	Must be accessible to Public Transportation;				[ ]	[ ]	
	Free Parking Space and use of amenities and facilities;				[ ]	[ ]	
	Free Wifi access with at least 50 Mb or higher				[ ]	[ ]	
	With proper waste management with Sanitary Permit from appropriate authority;				[ ]	[ ]	
2	<b>Meals / Catering and Convention Hall:</b>						
	<b>April 20, 2022</b>						
	AM Snacks	65			[ ]	[ ]	
	Lunch	65			[ ]	[ ]	
	PM Snacks	65			[ ]	[ ]	
	Dinner	65			[ ]	[ ]	
	Accommodation with Free Breakfast	35			[ ]	[ ]	
3	<b>Venue/Hall</b>						
	The conference hall must accommodate at least One Hundred Fifty (100) Participants 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 (optional);				[ ]	[ ]	



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

At least 10 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 at least One Presidential Table to accommodate the Four (4) Main Resource Persons and Special Guests , and the Regional Director or the Assistant regional Director				[ ]	[ ]
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;				[ ]	[ ]
Power outlets and extra extension cords for Laptops and computers (at least 1 per table) and 3 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 <b>Other Services:</b>					
** A guaranteed of a minimum of 75% out of the total number of target participants;				[ ]	[ ]
**Compliant to maximum health standards/protocols provided by the DOH				[ ]	[ ]

\*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*

<b>OFFERED RATE PROPOSAL:</b>					
<b>Note:</b>					
<b>*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements:</b>					
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)				[ ]	[ ]



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*[Signature]*  
**LAILYN A. ORTIZ, CESO V**  
 Assistant Regional Director/RBAC Chairperson

Tax Clearance Certificate from BIR (Updated)				[ ]	[ ]
Business/ Payor's Permit (Updated)				[ ]	[ ]
Accomplished and Notarized Omnibus Sworn Statement				[ ]	[ ]
Certificate of PhilGEPS Registration				[ ]	[ ]
<b>IMPORTANT:</b> Please submit your quotation/s in SEALED ENVELOPE/S on/before <u>APRIL 11, 2022</u> at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City					
For inquiries or clarifications, you may contact Ms. Almie G. Castillo, Ms. Cheezza P. Mirasol at Telephone Numbers (083) 228-2971 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.