



MODE OF PROCUREMENT: Negotiated Procurement- Small Value Procurement (SVP) RFQ No. : **SVP** 2022- 05 - 068

Name of Procuring Entity: **DILG REGION XII** Date: **13 May 2022**

Office/End User: **FAD**

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.
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APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 225,000.00

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

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
						YES	NO	
1	Availability of Venue and accommodation with food for the conduct of 2022 DILG XII LEARNING AND DEVELOPMENT PLAN : RETOOLING FOR ADMINISTRATIVE PERSONNEL on June 2-3, 2022					[]	[]	
	Open to all qualified bidders					[]	[]	
	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 (Individual Bed)					[]	[]	
	With fast WIFI Connection (atleast 50mbps or higher);					[]	[]	
	Alternate WIFI provider incase of Internet Connection Interruption or Poor Connectivity					[]	[]	
	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;					[]	[]	
	Room Accommodation must be at a adjacent Location (Same Building with the Hall)					[]	[]	
	Clean and disinfect room daily to reduce the risk of COVID-19;					[]	[]	
	No bump off of participants to other hotel.					[]	[]	
3	Meals / Catering:							
	June 2, 2022 (Thursday)							
	AM Snacks	75	pax			[]	[]	
	Lunch	75	pax			[]	[]	



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PHP 225,000.00			

	PM Snacks	75	pax			[]	[]
	Dinner	75	pax			[]	[]
	Room Accommodation with Free Breakfast	75	pax			[]	[]
	June 3, 2022 (Friday)						
	AM Snacks	75	pax			[]	[]
	Lunch	75	pax			[]	[]
	PM Snacks	75	pax			[]	[]
	Dinner	75	pax			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.					[]	[]
					Total:		
4	Venue/Hall						
	The conference hall must accommodate at least ONE HUNDRED FIFTY (150) 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 (50mbps or higher) for the secretariat with alternate source of internet;					[]	[]
	At least 25-30 round tables with desirable clothing and banquet chairs and appropriate center piece per table.					[]	[]
	At least 3 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 Resource Person/DILG Focals/Secretariat/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 1 for the secretariat; and					[]	[]



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	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;								
	**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. 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								
	For inquiries or clarifications, you may contact Mary Eulen Y. Adilah or Ms. Cheezza P. Mirasol at Telephone Numbers (083) 228-7960 or email address at mail@region12.dilg.gov.ph and dilgro12rbacsecretariat@gmail.com .								
	IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before May 17, 2022 at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato.								
	<i>*Pursuant to Department Circular No. 2020-26 on the Guidelines on the Allocation of Funds for Venue, Meals and Snacks and Room Accommodation should not exceed Php 2,000.00 (Meals: Php 400.00, Snacks: Php100.00, Room Accommodation: Php1,000.00)</i>								



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Company Name (TO BE FILLED OUT BY SUPPLIER):

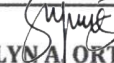
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Warranty

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.