



MODE OF PROCUREMENT: Negotiated Procurement- Small Value Procurement (SVP) RFQ No. : **SVP 2022- 05- 069**

Name of Procuring Entity: **DILG REGION XII** Date: **16 May 2022**

Office/End User: **LGCCD**

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 334,400.00

Lailyn A. Ortiz
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 Trainig-Workshop on Enhanced Local Climate Change Action Plan (ELCCAP) on May 31, June 1-3, 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 hinger);					[]	[]	
	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 Accomodation must be at a adjascent Location					[]	[]	
	Clean and disinfect room daily to reduce the risk of COVID-19;					[]	[]	



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Office/End User:	LGCCD		

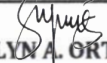
Company Name (TO BE FILLED OUT BY SUPPLIER):

Address (TO BE FILLED OUT BY SUPPLIER):

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Php 334,400.00	 LAILYN A. ORTIZ, CESOV Assistant Regional Director/RBAC Chairperson

	No bump off of participants to other hotel.					[]	[]
3	Meals / Catering:						
	May 31, 2022 (Tuesday) Day 0						
	AM Snacks	5	pax			[]	[]
	Lunch	5	pax			[]	[]
	PM Snacks	5	pax			[]	[]
	Dinner	5	pax			[]	[]
	Room Accommodation with Free Breakfast	5	pax			[]	[]
	June 1, 2022 (Wednesday) Day 1						
	AM Snacks	57	pax			[]	[]
	Lunch	57	pax			[]	[]
	PM Snacks	57	pax			[]	[]
	Dinner	57	pax			[]	[]
	Room Accommodation with Free Breakfast	57	pax			[]	[]
	June 2, 2022 (Thursday) Day 2						
	AM Snacks	57	pax			[]	[]
	Lunch	57	pax			[]	[]
	PM Snacks	57	pax			[]	[]
	Dinner	57	pax			[]	[]
	Room Accommodation with Free Breakfast	57	pax			[]	[]
	June 3, 2022 (Thursday) Day 3						
	AM Snacks	57	pax			[]	[]
	Lunch	57	pax			[]	[]



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Name of Procuring Entity:	DILG REGION XII	Date:	6 May 2022
Office/End User:	LGCDD		


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

	PM Snacks	57	pax			[]	[]
	Dinner	57	pax			[]	[]
	Room Accommodation with Free Breakfast	57	pax			[]	[]
	Free-flowing Coffee for the entire duration of the Activity.					[]	[]
4	Venue/Hall						
	The conference hall must accommodate at least EIGHTY (80) 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 10-15 long 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 Resource Person/DILG Focals/Sekretariat/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					[]	[]
	Conduct sanitation after daily session					[]	[]
	Standby first aid kit and BP apparatus					[]	[]



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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.