



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

MODE OF PROCUREMENT: NEGOTIATED PROCUREMENT-Lease of Venue with food and accommodation		RFQ No. : 2019-05-044
Name of Procuring Entity:	DILG	Date: May 6, 2019
Office/End User:	Local Government Monitoring and Evaluation Division -DILG XII	
Company Name		
Address		
PhilGEPS Registration No.		

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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| 1 Bidders shall provide correct and accurate information required in this form. | 7 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative) |
| 2 Bidders may quote for any or all items. | 8 The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. |
| 3 Price quotation(s) must be valid for a period of 60 calendar days from the date of submission. | 9 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. |
| 4 Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. | |
| 5 Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected | |
| 6 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. | |

APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 1,950,000.00


MUSARAPHA A. ALIM, MPA
Chief, LGMED

Item No.	ITEM DESCRIPTION	Qty.	Approved Budget for the Contract	Offer					Remarks
				Price			Compliance with Technical Specifications (please check)		
				Qty.	Unit Price	Total Price	Yes	No	
1	Lease of venue, accommodation with food for the conduct of "PROVINCIAL ACTION PLANNING WORKSHOP ON BUILDING SUSTAINABLE PEACE TOWARDS A PEACEFUL, INCLUSIVE, JUST AND EQUITABLE PEACE" Technical Specifications: May 19, 2019 (Pre-Planning) 50 pax (live-in) x Php 1,950.00 May 20-22, 2019 300 pax (live-in) x Php 1,950.00 May 23, 2019 (Post-Evaluation) 50 pax (live-in) x Php 1,950.00		1,950,000.00				<input type="checkbox"/>	<input type="checkbox"/>	
		1 day	97,500.00				<input type="checkbox"/>	<input type="checkbox"/>	
		3 days	1,755,000.00				<input type="checkbox"/>	<input type="checkbox"/>	
		1 day	97,500.00				<input type="checkbox"/>	<input type="checkbox"/>	
2	Within City of Koronadal (hotel location)						<input type="checkbox"/>	<input type="checkbox"/>	
3	Must be accessible to Public Transportation;						<input type="checkbox"/>	<input type="checkbox"/>	
4	Free Parking Space and use of amenities and facilities						<input type="checkbox"/>	<input type="checkbox"/>	
5	With proper waste management with Sanitary Permit from appropriate authority						<input type="checkbox"/>	<input type="checkbox"/>	
6	Provision of standby transportation/shuttle services for the participants (venue to hotel and vice versa)						<input type="checkbox"/>	<input type="checkbox"/>	



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MUSARAPHA A. ALIM, MPA
Chief, LGMED

Item No.	ITEM DESCRIPTION	Qty.	Approved Budget for the Contract	CHIEF, LGMED					Remarks
				Price			Offer		
				Qty.	Unit Price	Total Price	Compliance with Technical Specifications (please check)		
Yes	No								
7	With free, stable and fast internet connectivity /WIFI (at least 30 mbps) at the venue and hotel rooms						[]	[]	
8	Hotel rooms has free /complementary water, coffee/tea, toothpaste, toothbrush, and other personla						[]	[]	
Conference Hall Requirements									
9	The conference hall must accommodate at least three hundred (300) participants						[]	[]	
10	Function room/training hall should have no columns/post in the middle that can distract both resource speakers and participants;						[]	[]	
11	At least 30-35 round tables with desirable clothing and banquet chairs and appropriate center piece per table.						[]	[]	
12	Presidential Table with appropriate center piece and table clothing (good for 10 persons						[]	[]	
13	At least 6 Secretariat Tables (with desirable clothing) will be established outside the conference hall and 3 secretariat table (round) inside the hall						[]	[]	
14	With Philippine Flag (with pole), Podium for Speakers, Backdrop and Welcome Streamer						[]	[]	
15	Fully Airconditioned and additional air cooling fans if necessary						[]	[]	



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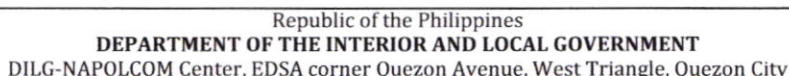
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MUSARAPHA A. ALIM, MPA
Chief, LGMED

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				Qty.	Unit Price	Total Price	Yes	No	
16	Adequate lighting and sounds systems (with parlights) at the stage, with at least 8 microphones with stands (for the pax) and 1 mic for the EMCEE and 3 mics at the VIP table						<input type="checkbox"/>	<input type="checkbox"/>	
17	Standby Technicians at the venue and waiters/waitresses to cater the needs of the participants						<input type="checkbox"/>	<input type="checkbox"/>	
18	At least two (2) LCD projectors with projectors screen						<input type="checkbox"/>	<input type="checkbox"/>	
19	Power outlets and extra extension cords for computer aided workshops (at least 1 per table) and 2 for the secretariat						<input type="checkbox"/>	<input type="checkbox"/>	
20	Standby Generators in case of power failure/brownouts						<input type="checkbox"/>	<input type="checkbox"/>	
Room Accommodation Requirements									
21	AT LEAST 10 VIP rooms (executive rooms with 1-2 matrimonial beds)						<input type="checkbox"/>	<input type="checkbox"/>	
22	Twin or triple sharing (single beds) for principal/official participants						<input type="checkbox"/>	<input type="checkbox"/>	
23	Bumped-off is only allowed for non-workshop participants (escorts/support staff/drivers) upon consultation with the end-user(DILG-LGMED) but no transferring of participants is allowed in between workshop dates						<input type="checkbox"/>	<input type="checkbox"/>	
24	Fully-Air conditioned with television, toilet and shower with complimentary toiletries;						<input type="checkbox"/>	<input type="checkbox"/>	



RFQ No. :	
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Date: May 6, 2019

Local Government Monitoring and Evaluation Division -DILG XII

FOUO GOVERNMENT PROTOCOLS b NEW SYMINGTON DIVISION 2 PAGE 11

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Offer

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				Qty.	Unit Price	Total Price	Yes	
Meals Requirements								
25	Meals: Buffet and inclusive of one round of soft drinks or iced tea (All Days Including Day: AM Snacks, Lunch, PM Snacks and Dinner) - May 19, 2019 - May 20-22, 2019 - May 23, 2019	50pax 300 pax 50pax				[] [] [] []	[] [] [] []	
26	Accommodation with Free Breakfast - May 19, 2019 - May 20-22, 2019 - May 23, 2019	50pax 300 pax 50pax				[] [] [] []	[] [] [] []	
27	Free-flowing Coffee for the entire duration of the Workshop/Activity ** A guaranteed of a minimum of 75% out of the total number of target participants							
28	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX							



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				Qty.	Unit Price	Total Price	Yes	No	
	REFERENCE: Memorandum for the RBAC Approved and funded PPMP Approved and funded Activity Design PUR: for official use of the DILG12-LGMED NOTE: *In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal and the following eligibility requirements: 1 Valid Business Permit / Application for 2 Annual Income Tax Return (ITR) FY. 3 PhilGEPS Registration No. (Please indicate on the space provided above)								
	IMPORTANT: Please submit your quotation ON OR BEFORE May 15, 2019 (10:00 AM)								
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.