

		Republic of the Philippines		DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII		Document Code FM-QP-DILG-AS-RO-10-07		
		Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato				Rev. No. 01	Eff. Date 06.01.23	Page 1 of 3
MODE OF PROCUREMENT		NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT		RFQ No. :		SVP2025-06-053		
Name of Procuring Entity:		DILG XII		Date:		25 JUNE 2025		
Office/End User:		LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION						
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:								
1. Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all items. 3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or 4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 5. 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.				6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 8. 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.				
APPROVED BUDGET FOR THE CONTRACT (ABC):  PHP 502,000.00				 RILIMIN H. SANDOVAL CITY DIRECTOR/BAC CHAIRPERSON				
ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER	
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
	FOOD AND SNACKS WITH ACCOMMODATION FOR THE CONDUCT OF DAGYAW 2025: OPEN GOVERNMENT TOWNHALL MEETING							
	August 14, 2025 (Thursday)							
	AM SNACKS	613	pax	150.00	91,950.00			
	LUNCH	613	pax	500.00	306,500.00			
	PM SNACKS	613	pax	150.00	91,950.00			
	DINNER	13	pax	500.00	6,500.00			
	ROOM ACCOMMODATION with Breakfast	3	pax	1,700.00	5,100.00			
							GRAND TOTAL	
	Location: Tacurong Gymnasium, Tacurong City, Sultan Kudarat							
	Meals/Catering Services							
	Meals shall be served Buffet type							
	Meals must have rice with 4 viands (1 Vegetable, 1 Soup, 1 Meat (Chicken or Beef), 1 Fish) and dessert;							
	Dinner will be served at the hotel (Accommodation)							
	Free-flowing Coffee for the entire duration of the Activity.							
	Use of porcelain/ceramic plates.							
	Use of stainless utensils (spoon, fork, and Knife)							
	Use glass/cups for beverages.							
	Use tissue made of raw materials from recycled fiber, which is atleast Elementary Chlorine Free (ECF).							

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Server should observe health and safety protocols such as wearing of gloves, facemask (i.e anti-slobber clear plastic mouth cover, clear hygienic open mount shield), and hairnet.											
Provide purified/distilled drinking water with dispenser.											
Serving Providers should do proper segregation for disposal of tissue and leftover.											
Must have atleast 4 standby staff.											
DELIVERY/SERVING TIME: BREAKFAST: 6:30 AM - 7:00 AM; AM SNACKS: 10:00 AM -10:30 AM; LUNCH: 11:00 AM - 11:30 AM; PM SNACKS: 2:30 PM - 3:00 PM; DINNER: 5:30 PM - 6:00 PM											
<b>Accommodation/Room Arrangements</b>											
Room dimension with social distancing; maximum of 2 pax per room (individual bed)											
With fast WIFI Connection (atleast 100 mbps 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;											
Clean and disinfect room daily to reduce the risk of COVID-19; and											
<b>All of the required items in the RFQ must be accomplished COMPLETELY. DO NOT LEAVE ANY BLANK PORTIONS ON THE STATEMENT OF COMPLIANCE. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the item/s offered. Failure to do so shall be a ground for the rejection of the bid.</b>											

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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. 2023 (for those who do not have Business Permit for 2025 yet)											
Certificate of Business Name Registration from DTI (Updated)											
Tax Clearance Certificate from BIR (Updated) (if Applicable)											
Business/ Payor's Permit (Updated)											
Accomplished and Notarized Omnibus Sworn Statement ( <a href="https://www.gppb.gov.ph/downloadable-forms/#tab-61412">Download Template https://www.gppb.gov.ph/downloadable-forms/#tab-61412</a> )											
Certificate of PhilGEPs Registration /Registration number (Red Membership)											
For inquiries or clarifications, you may contact <b>Ana Louwel V. Cabrido</b> at Telephone No. (083) 877- 2971 or <b>Ms. Kristine Joy Elipan</b> at Telephone Numbers (083) 228-7960 or email address at <a href="mailto:dilg12supply@gmail.com">dilg12supply@gmail.com</a> and <a href="mailto:dilgro12rbacsecretariat@gmail.com">dilgro12rbacsecretariat@gmail.com</a> .											
IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before <b>July 3, 2025</b> at exactly <b>10:00 AM</b> at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato.											
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.											