



MODE OF PROCUREMENT	NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT	RFQ No. :	SVP2025-07-061
Name of Procuring Entity:	DILG XII	Date:	24 JULY 2025
Office/End User:	LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION (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:

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APPROVED BUDGET FOR THE CONTRACT (ABC):	 RILIMIN H. SANDOVAL CITY DIRECTOR/BAC CHAIRPERSON
PHP 227,700.00	

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 Venue with Accommodation for the conduct of Coaching on Business-Friendliness and Competitiveness to select local government units on August 26-29, 2025							
1	AUGUST 26, 2025 (Tuesday)							
	AM SNACKS	37	pax	150.00	5,550.00			
	LUNCH	37	pax	500.00	18,500.00			
	PM SNACKS	37	pax	150.00	5,550.00			
	DINNER	37	pax	500.00	18,500.00			
	ACCOMMODATION WITH BREAKFAST	37	pax	1,500.00	55,500.00			
	AUGUST 27, 2025 (Wednesday)							
	AM SNACKS	37	pax	150.00	5,550.00			
	LUNCH	37	pax	500.00	18,500.00			
	AUGUST 28, 2025 (Thursday)							
	AM SNACKS	29	pax	150.00	4,350.00			
	LUNCH	29	pax	500.00	14,500.00			
	PM SNACKS	29	pax	150.00	4,350.00			
	DINNER	29	pax	500.00	14,500.00			
	ACCOMMODATION WITH BREAKFAST	29	pax	1,500.00	43,500.00			
	AUGUST 29, 2025 (Friday)							
	AM SNACKS	29	pax	150.00	4,350.00			
	LUNCH	29	pax	500.00	14,500.00			
							GRAND TOTAL:	
	Venue /Hall							
	Within the City of Koronadal proper							
	The conference hall must accommodate at least FIFTY HUNDRED (50) 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;							



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Function room/training hall is solely for training and meeting purposes only							
With standalone LAN Internet (100mbps or higher) for the secretariat with alternate source of internet;							
At least 12-14 rectangle tables with desirable clothing and banquet chairs and appropriate center piece per table; 5-6 persons per table for the workshop							
At least 2 buffet tables and 2 water and coffee stations;							
At least 2 Secretariat Tables(long table) with desirable clothing will be placed inside the hall near the door;							
Enough space for registration of participants.;							
With Philippine Flag (with pole) and Podium for Speakers;							
Availability of 16x9 dimension LED wall and sound system (free of charge);							
Fully Airconditioned Hall;							
Standby waiters/waitresses to cater the needs of the Resource Person/Guests/DILG Personnel/Secretariat/Participants;							
Power outlets and extra extension cords for Laptops and computers (at least 1 per table) and 1 for the secretariat;							
At least three (3) functional wireless and three (3) wired backup microphones;							
Conduct sanitation after daily session;							
Standby first aid kit and BP apparatus; and							
Standby Generators in case of power failure/brownouts.							
Meals/Catering Services							
Meals must have rice ,1 soup with 4 viands (1 Vegetable,2 Meat (Chicken or Beef),1 Fish) and dessert;							



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The supplier shall provide heavy snacks, consisting at least combination of 2 (main and side food items) with 1 beverage;							
Drinks for Snacks and Meals should be Local Products of Region XII and other acceptable and healthier beverage (Fresh Milk, Unsweetend teas, Infused water and 100% natural fruit juices without added sugar)							
Catering set-up appropriate for executive gatherings shall be provided by the service provider							
The service provider must provide atleast two (2) staff to serve the food during the meetings/events.							
Meals shall be served Buffet type							
Free-flowing brewed 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).							
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							
DELIVERY/SERVING TIME: AM SNACKS: 9:00-9:30 AM; LUNCH: 11:30 AM - 12:00 PM; PM SNACKS: 3:30 PM - 3:30 PM; DINNER 5:30 PM -6:00 PM							
Accommodation/Room Arrangements							
Room dimension with social distancing; maximum of 2 pax per room (individual bed)							



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With fast WIFI Connection (atleast 100 mbps or higher);							
Alternate WIFI provider incase of Internet Connection Interruption or Poor							
Complimentary bottled water and coffee,							
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 adjacent Location (Same Building with the Hall);							
Clean and disinfect room daily to reduce the risk of COVID-19; and							
Other Requirements/Services:							
Free Parking Space and use of amenities and facilities;							
With proper waste management with Sanitary Permit from appropriate authority;							
Establishment must be smoke-free							
With accessible comfort room for Male, Female,PWDs and LGBTQIA+ near the training hall							
** 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							
Shoulder the Notarial Fee once the BID is awarded to the establishment							

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.

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 ([Download Template https://www.gppb.gov.ph/downloadable-forms/#tab-61412](https://www.gppb.gov.ph/downloadable-forms/#tab-61412))
- Certificate of PhilGEPs Registration /Registration number (Red Membership)



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For inquiries or clarifications, you may contact **Shylack C. Limao** at Telephone Number **(083) 877-2971** or **Ms. Kristine Joy Elipan** at Telephone Numbers **(083) 228-7960** or email address at **dilg12supply@gmail.com** and **dilgro12rbacsecretariat@gmail.com**.

IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before **JULY 30, 2025** at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato.

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.