




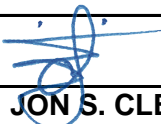


<div><div></div><div><div>Republic of the Philippines</div><div>DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII</div><div>Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato</div></div></div> <div><div>Document Code</div><div>FM-QP-DILG-AS-RO-10-07</div><div><div>Rev. No.</div><div>01</div><div>Eff. Date</div><div>06.01.23</div><div>Page</div><div>1 of 3</div></div></div>									
MODE OF PROCUREMENT		NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT				RFQ No. :		SVP2025-08-066	
Name of Procuring Entity:		DILG XII				Date:		07 AUGUST 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:									
TERMS AND CONDITIONS:									
1. Bidders shall provide correct and accurate information required in this form.					6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).				
2. Bidders may quote for any or all items.					7. 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) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.					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.				
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 specifiactions and other terms and conditions stated herein.									
APPROVED BUDGET FOR THE CONTRACT (ABC):									
PHP 84,000.00					IAN JON S. CLEMENTE CHIEF, LGMED/RBAC 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 Venue with Accommodation for the conduct of Audit of LGU Compliance on EODB Standards on October 13, 2025 and October 20-24, 2025								
1	OCTOBER 13, 2025 (Monday)								
	AM SNACKS	4	pax	150.00	600.00				
	LUNCH	4	pax	500.00	2,000.00				
	PM SNACKS	4	pax	150.00	600.00				
	DINNER	4	pax	500.00	2,000.00				
	ACCOMMODATION WITH BREAKFAST	4	pax	1,500.00	6,000.00				
	OCTOBER 20, 2025 (Monday)								
	AM SNACKS	6	pax	150.00	900.00				
	LUNCH	6	pax	500.00	3,000.00				
	PM SNACKS	6	pax	150.00	900.00				
	DINNER	6	pax	500.00	3,000.00				
	ACCOMMODATION WITH BREAKFAST	6	pax	1,500.00	9,000.00				
	OCTOBER 21, 2025 (Tuesday)								
	AM SNACKS	6	pax	150.00	900.00				
	LUNCH	6	pax	500.00	3,000.00				
	PM SNACKS	6	pax	150.00	900.00				
	DINNER	6	pax	500.00	3,000.00				
	ACCOMMODATION WITH BREAKFAST	6	pax	1,500.00	9,000.00				
	OCTOBER 22, 2025 (Wednesday)								
	AM SNACKS	6	pax	150.00	900.00				
	LUNCH	6	pax	500.00	3,000.00				
	PM SNACKS	6	pax	150.00	900.00				
	DINNER	6	pax	500.00	3,000.00				
	ACCOMMODATION WITH BREAKFAST	6	pax	1,500.00	9,000.00				
	OCTOBER 23, 2025 (Thursday)								
	AM SNACKS	4	pax	150.00	600.00				
	LUNCH	4	pax	500.00	2,000.00				
	PM SNACKS	4	pax	150.00	600.00				
	DINNER	4	pax	500.00	2,000.00				
	ACCOMMODATION WITH BREAKFAST	4	pax	1,500.00	6,000.00				
	OCTOBER 24, 2025 (Friday)								
	AM SNACKS	4	pax	150.00	600.00				
	LUNCH	4	pax	500.00	2,000.00				
	PM SNACKS	4	pax	150.00	600.00				
	DINNER	4	pax	500.00	2,000.00				
	ACCOMMODATION WITH BREAKFAST	4	pax	1,500.00	6,000.00				

<div><div></div><div><div>Republic of the Philippines</div><div>DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII</div><div>Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato</div></div></div> <div><div>Document Code</div><div>FM-QP-DILG-AS-RO-10-07</div><div><div>Rev. No.</div><div>01</div><div>Eff. Date</div><div>06.01.23</div><div>Page</div><div>1 of 3</div></div></div>									
MODE OF PROCUREMENT		NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT				RFQ No. :		SVP2025-08-066	
Name of Procuring Entity:		DILG XII				Date:		07 AUGUST 2025	
Office/End User:		LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION (LGCDD)							
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.					6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).				
2. Bidders may quote for any or all items.					7. 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) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.					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.				
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 specifiactions and other terms and conditions stated herein.									
APPROVED BUDGET FOR THE CONTRACT (ABC):									
PHP 84,000.00					<div> IAN JON S. CLEMENTE CHIEF, LGMED/RBAC CHAIRPERSON</div>				
							GRAND TOTAL:		
	Venue /Hall								
	Within the City of Koronadal proper								
	The conference hall must accommodate at least <b>TEN (10)</b> 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;								
	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 1-2 rectangle tables with desirable clothing and banquet chairs and appropriate center piece per table; 4 persons per table for the activity								
	At least 1 buffet tables and 1 water and coffee stations;								
	At least 1 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 LED TV/white screens/walls to project powerpoint presentation 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 two (2) functional wireless and two (2) wired backup microphones;								

		Republic of the Philippines		DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII		Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato		<div>Document Code</div> <div>FM-QP-DILG-AS-RO-10-07</div> <table><tr><td>Rev. No.</td><td>Eff. Date</td><td>Page</td></tr><tr><td>01</td><td>06.01.23</td><td>1 of 3</td></tr></table>		Rev. No.	Eff. Date	Page	01	06.01.23	1 of 3
Rev. No.	Eff. Date	Page													
01	06.01.23	1 of 3													
MODE OF PROCUREMENT		NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT		RFQ No. :		SVP2025-08-066									
Name of Procuring Entity:		DILG XII		Date:		07 AUGUST 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:															
TERMS AND CONDITIONS:															
1. Bidders shall provide correct and accurate information required in this form.					6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).										
2. Bidders may quote for any or all items.					7. 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) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.					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.										
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.															
APPROVED BUDGET FOR THE CONTRACT (ABC):															
PHP 84,000.00					<div>IAN JON S. CLEMENTE</div> CHIEF, LGMED/RBAC CHAIRPERSON										
	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;														
	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/packed 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.														

		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. :		SVP2025-08-066	
Name of Procuring Entity:		DILG XII		Date:		07 AUGUST 2025	
Office/End User:		LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION (LGCDD)					
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 levies payable. 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 84,000.00				<div> IAN JON S. CLEMENTE CHIEF, LGMED/RBAC CHAIRPERSON</div>			
	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)						
	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;						
	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)						



		Republic of the Philippines		<div>Document Code FM-QP-DILG-AS-RO-10-07</div> <div><div>Rev. No. 01</div><div>Eff. Date 06.01.23</div><div>Page 1 of 3</div></div>	
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII					
Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato					
MODE OF PROCUREMENT		NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT		RFQ No. : SVP2025-08-066	
Name of Procuring Entity:		DILG XII		Date: 07 AUGUST 2025	
Office/End User:		LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION (LGCDD)			
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.		6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).			
2. Bidders may quote for any or all items.		7. 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) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.		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.			
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.					
APPROVED BUDGET FOR THE CONTRACT (ABC):					
PHP 84,000.00		<div> IAN JON S. CLEMENTE CHIEF, LGMED/RBAC CHAIRPERSON</div>			
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>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.</b>					
IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before <b>AUGUST 14, 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.					