








<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. :		SVP2025-08-065	
Name of Procuring Entity:		DILG XII				Date:		07 AUGUST 2025	
Office/End User:		PROJECT DEVELOPMENT AND MANAGEMENT UNIT (PDMU)							
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 780,000.00				<div> IAN JON S. CLEMENTE CHIEF, LGMED /BAC CHAIRPERSON</div>					
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 Training on Local Road Maintenance and Management (LRMM) for LGUs								
1	October 13, 2025 (Monday)								
	LUNCH	65	pax	500.00	32,500.00				
	PM SNACKS	65	pax	150.00	9,750.00				
	DINNER	65	pax	500.00	32,500.00				
	ACCOMMODATION WITH BREAKFAST	65	pax	1,700.00	110,500.00				
	October 14, 2025 (Tuesday)								
	AM SNACKS	65	pax	150.00	9,750.00				
	LUNCH	65	pax	500.00	32,500.00				
	PM SNACKS	65	pax	150.00	9,750.00				
	DINNER	65	pax	500.00	32,500.00				
	ACCOMMODATION WITH BREAKFAST	65	pax	1,700.00	110,500.00				
	October 15, 2025 (Wednesday)								
	AM SNACKS	65	pax	150.00	9,750.00				
	LUNCH	65	pax	500.00	32,500.00				
	PM SNACKS	65	pax	150.00	9,750.00				
	DINNER	65	pax	500.00	32,500.00				
	ACCOMMODATION WITH BREAKFAST	65	pax	1,700.00	110,500.00				
	Ocotber 16, 2025 (Thursday)								
	AM SNACKS	65	pax	150.00	9,750.00				
	LUNCH	65	pax	500.00	32,500.00				
	PM SNACKS	65	pax	150.00	9,750.00				
	DINNER	65	pax	500.00	32,500.00				
	ACCOMMODATION WITH BREAKFAST	65	pax	1,700.00	110,500.00				
	October 17, 2025 (Friday)								
	AM SNACKS	65	pax	150.00	9,750.00				
							GRAND TOTAL:		

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	Venue /Hall						
	The conference hall must accommodate at least Sixty Five (65) participants;						
	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 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 LED wall to project powerpoint presentation (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.						

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	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 type						
	Free-flowing brewed coffee, Tea and Hot Choco (for non-coffee drinkers) 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.						

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PHP 780,000.00					IAN JON S. CLEMENTE CHIEF, LGMED /BAC CHAIRPERSON										
	DELIVERY/SERVING TIME: AM SNACKS: 9:30-10:00 AM; LUNCH: 11:30 AM - 12:00 PM; PM SNACKS: 2:45 PM - 3:00 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														
	Venue and Location: Preferably within the City Proper in General Santos City														
	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.														

