



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:

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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 780,000.00	 IAN JON S. CLEMENTE CHIEF, LGMED /BAC CHAIRPERSON
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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			
	October 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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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.



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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 ([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)
- For inquiries or clarifications, you may contact **Herminia S. Ontoy** 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 **AUGUST 14, 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.

<p>_____</p> <p>Printed Name/Signature/Date</p>	
<p>_____</p> <p>Tel. No./Cellphone No.</p>	