



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 Barangay 17, Rizal St, Legazpi City

Document Code		
<b>FM-QP-DILG-AS-RO-10-07</b>		
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**REQUEST FOR QUOTATIONS**

MODE OF PROCUREMENT:	<b>Small Value Procurement (Section 53.9)</b>	RFQ No.:	<b>GDS-2021-292</b>
Name of Procuring Entity:	<b>DILG RO V</b>	Date:	<b>October 26, 2021</b>
Office/End User:	<b>ORD-PLANNING</b>		
Company Name			
Address			
PhilGEPS Registration No.			

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.

<b>TERMS AND CONDITIONS:</b>	
1. Bidders shall provide correct and accurate information required in this form. 2. Bidders shall quote for individual item amounting 5k above and per lot if below 5k. 3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission. 4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 6. Award of Contract shall be made to the responsive Bidder (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.	7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 9. 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 amount of the contract, without prejudice to other courses of action and remedies open to it. 10. Request for quotation must be signed and sealed.

**APPROVED BUDGET FOR THE CONTRACT (ABC):**

**PHP 73,500.00**

**ALFREDO L. SALLAN**  
 BAC Chairperson

ITEM DESCRIPTION	QTY	UNIT	Approved Budget for the Contract	Unit Price	Total Price	Compliance with Technical Specifications		Remarks
						Yes	No	

**Provision of Meals for the Conduct of Strategic Planning Workshop & Formulation of 3-Year L & D Plan on November 8-9, 2021.**

1	<b>November 8, 2021 @35 Pax</b>	1	Lot	73,500.00				
	<b>Breakfast - 6:30 AM</b>							
	Fried Rice, Pork Tapa, sunnyside up egg, seasoned fruits, bottled water 500ml							
	<b>AM Snack - 9:00 AM</b>							
	Chicken Sandwich, fries, canned softdrinks							
	<b>Lunch - 11:30 NN</b>							
	Steamed rice, egg drop soup, lechon bicol express, chicken adobo, chopsuey, leche flan, bottled mineral water 500 ml.							
	<b>PM Snack - 3:00 PM</b>							
	Pancit guisado, toasted siopao, pineapple juice in can 240ml							
	<b>Dinner - 6:00 PM</b>							
	Rice, grilled pork spareribs with sauce, fried chicken, pinangat, nido soup, , gelatin							
	<b>November 9, 2021 @35 Pax</b>							
	<b>Breakfast - 6:30 AM</b>							
	Fried rice, Corned Beef, srambled egg, seasoned fruits, cofee/milo							
	<b>AM Snack - 9:00 AM</b>							
	Clubhouse Sandwich, kamote fries, bottled lemon iced tea							
	<b>Lunch - 11:30 NN</b>							
steamed rice, pork chili ribs, fried fish, buttered mix vegetables, pineapple juice in can, buko salad, bottled mineral water 500ml								
<b>PM Snack - 3:00 PM</b>								
baked mac with garlic bread, canned softdrinks								
<b>Dinner - 6:00 PM</b>								

steamed rice, grilled liempo, veggie ensalada, fresh fruits, mushroom soup, bottled mineral water 350ml

**Inclusions:**

\* Free flowing brewed coffee, creamer, sugar, (tissue, stirrer, & purified water in dispenser with cup) and Pica-Pica (candies and mixed nuts, peanuts)

\*Assisted Buffet with waiter assistance

\*With skirting of Tables (Tables and Chairs set up)

\* Menu must be strictly followed

**Conditions:**

\* Each viand (meat, fish, vegetable, chicken) shall be at least 100-150 grams/serving

\* Rice – 1 cup regular size

\* Snacks/sandwiches, cakes & pasta should be at least 200 grams/serving

Purchase Request No. 2021-10-292  
Approved and Funded PPMP

**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

\_\_\_\_\_  
Contact Number

**Supply & Delivery Conditions:**

1. Deliver of item is required: **As Stated**
2. Details related to implementation shall be communicated with End-User **MA. GRACE JOY U. TANGO.**

**NOTE:**

\*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal and the following eligibility requirements:

1. Valid Business Permit, Mayors Permit, Certificate of Business Name Registration, (DTI, SEC), Tax Clearance (500K Above) and BIR Form 1701 Annual Income Tax Return (500K Above) [ ] [ ]
2. PhilGEPS Registration (Certificate Page 1, 2 and 3 for Platinum) [ ] [ ]
3. Notarized Omnibus Sworn Statement to be submitted before the Notice of Award and Purchase Order (50K Above)
4. Must Have Land Bank Account Number

\*Please submit your quotation/s **on/or before** \_\_\_\_\_ **at 09:00 am.**