



Republic of the Philippines  
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
 Regional Office No. V, Rizal Street Legazpi City

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**REQUEST FOR QUOTATIONS**

MODE OF PROCUREMENT:	Small Value Procurement (Section 53.9)	RFQ No.:	GDS-2021-183A
Name of Procuring Entity:	DILG	Date:	July 7, 2021
Office/End User:	ORD-PLANNING		
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.

**TERMS AND CONDITIONS:**

- Bidders shall provide correct and accurate information required in this form.
- Bidders shall quote for all individual items amounting to 5k above and per lot if below 5k.
- Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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.
- Request for Quotation must be signed and sealed

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

PHP 59,500.00

**ALFREDO L. SALLAN**  
 BAC Chairperson

ITEM DESCRIPTION	QTY	UNIT	Approved Budget for the Contract	Unit Price	Total Price	Compliance with Technical Specifications (please check)		Remarks
						Yes	No	
<b>PROVISION OF ACCOMODATION FOR THE CONDUCT OF MID-YEAR ASSESSMENT AND 2ND SEM PLANNING WORKSHOP ON JULY 14-15, 2021</b>								
<b>Accommodation</b>								
<b>July 13, 2021</b>								
5 rooms for 9pax - twin sharing								
<b>July 14, 2021</b>	1	LOT	59,500.00					
9 rooms for 18pax - twin sharing								
<b>July 15, 2021</b>								
3 rooms for 6pax - twin sharing								
<b>Inclusions</b>								
*airconditioned room/ well ventilated								
*clean and sanitary comfort rooms								
*with internet/WIFI connection								
*with complete bathroom amenities								
*availability of room service								
*twin sharing								

**REF:**  
 Purchase Request No. 2021-07-183  
 Approved and Funded PPMP

<b>Warranty</b>	<b>Price Validity</b>
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.	

**Supply & Delivery Conditions:**

- Deliver of item is required: **as stated**;
- Details related to implementation shall be communicated with **MA. GRACE JOY U. TANGO**; End-User.

**NOTE:**

- \*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal and the following eligibility
  - Valid Business Permit, Mayors Permit, Certificate of Business Name (DTI, SEC), Tax Clearance, (50k above), BIR Form 1701 Annual Income tax Return (500k)
  - PhilGEPS Registration No. (Please indicate on the space provided above)
  - Original Notarized Omnibus Sworn Statement (50k above) must be submitted before the receipt of NOA and PO

**Important:**

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