



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-2022-095
Name of Procuring Entity:	DILG	Date:	April 12, 2022
Office/End User:	FAD-HRMO		
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 50,500.00

Spoth
MA. RUTHEL P. GIGANTOCA
BAC Chairperson

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

Provision of Meals for the Conduct of a Seminar on Mental Health and Stress Management cum Seminar on Leadership and Management on the Context of Good Governance on April 29, 2022 at the DILG Regional Office Training Hall

1	April 29, 2022 @101 Pax							
	AM Snacks (10:00 AM)							
	Agliao Olio; Garlic Bread; Canned Fruit and Juice							
	Lunch (11:30 AM)							
	Steamed Rice; Soup of the day; Nilagang Baka; Gulay sa Gata (kalabasa); Fish Fillet with sauce; Bottled Water; Fresh Fruit (Pineapple); and Coffee Jelly	1	Lot	50,500.00				
	PM Snacks (2:30 PM)							
Pork Empanada; Kamote Chips; Canned Fruit Juice								
Inclusions: Food must be served on a paper meal box								

REF:
Purchase Request No. 2022-04-095
Approved and Funded PPMP

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.

Supply & Delivery Conditions:

- Deliver of item is required: **As stated**
 - Details related to implementation shall be communicated with **MA. PIA M. SALAMEÑO** 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 above)
 - 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
 - Must Have Land Bank Account No.

important:

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