



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

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Rev. No.	Eff. Date	Page
00	06.15.21	1 of 1

MODE OF PROCUREMENT:	Small Value Procurement (Section 53.9)	RFQ No.:	GDS-2022-155
Name of Procuring Entity:	DILG	Date:	June 13, 2022
Office/End User:	ORD-RPMO		
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 53,300.00

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 and Venue for the Conduct of 2nd Quarter Regional Peace and Order Council (RPOC)
 Full council meeting on June 27, 2022.**

1	Meals and Venue June 27, 2022 @82 Pax	1	Lot	53,300.00				
	PM Snacks (2:00 PM)							
	Baked Macaroni, Toast Bread and Lemonade							
	Dinner (5:30 PM)							
	Steamed Rice, Cream of Corn Soup, Szechuan Eggplant, Deep Fried Chicken ala Peking Duck, Pork Teriyaki, Sweet Chili Fish, Steamed Rice, Brownies and Ice Tea							
Inclusions: -Food must be served plated - Free flowing brewed coffee in perculator with creamer, sugar and mineral water in dipenser (bottled water for attendees) -waiter services (in-uniform) -no single-use of plastic styro containers and utensils *Appropriate venue in legazpi City for closed door (secured) meeting and venue can accommodate 153 participants with compliance to physical distancing; LED wall, strong internet connectivity and sound system; standby generator; meal presentation, table arrangement and service for high level meeting								

Purchase Request No. 2022-06-150
 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

Tel. No./Cellphone No.

Supply & Delivery Conditions:

- Deliver of item is required: **As stated**
- Details related to implementation shall be communicated with **DARLYN D. AYENDE** 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 requirements:

- 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.