



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

MODE OF PROCUREMENT: NEG. PROC. - SVP		RFQ No. :	2017-849
Name of Procuring Entity: DILG		Date:	October 18, 2017
Office/End User: DATRC-PMO			
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:

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| <ol style="list-style-type: none"> Bidders shall provide correct and accurate information required in this form. Bidders may quote for any or all items. 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 lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. | <ol style="list-style-type: none"> 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 prejudice to other courses of action and remedies open to it. |
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APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 103,500.00

[Signature]
ELNORA A. VELASCO
 Chief, General Services Division

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER UNIT OF ITEM	TOTAL PRICE
1	Procurement of Catering Services for the conduct of Project Management Office (PMO) Meetings by the DATRC-PMO	30	pax		
	Date of Meetings: October 27, November 3 & 17, December 1, 15, & 28, 2017 (*6 days)	COMPLIANCE			
	Venue: DILG Central Office	YES	NO		
	Provision for the following:				
	Meal	Preferred Menu	ABC per Meal		
	1. Breakfast (Oct. 27, Nov. 3 & 17, Dec. 1, 15, & 28, 2017)	Coffee and Sandwich	75.00	[]	[]
	2. AM Snacks (Oct. 27, Nov. 3 & 17, Dec. 1, 15, & 28, 2017)	Pastry and Lemon Iced tea	75.00	[]	[]
	3. Lunch (Oct. 27, Nov. 3 & 17, Dec. 1, 15, & 28, 2017)	Chicken Pastel + Mixed veggies + Steamed rice + Desserts + Drinks	350.00	[]	[]
	4. PM Snacks (Oct. 27, Nov. 3 & 17, Dec. 1, 15, & 28, 2017)	Noodles and Lemon Iced tea	75.00	[]	[]
	5. All meals are inclusive of at least one round of juice/soft drinks*			[]	[]
	6. Free-flowing coffee for the duration of the event			[]	[]
	XXXXXXXXXXXXXXXXXXXXXXXXXX				
	REF: Memorandum for the COBAC Approved and funded PPMP Approved and funded Activity Design				
	PUR: For the official use of DATRC-PMO				

*PhilGEPS ref # 103500.00
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NOTE:

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

1. Valid Business Permit
2. Latest Income/Business Tax Return (Annual ITR for yr. 2016)
3. PhilGEPS Registration No. (Please indicate on the space provided above)
4. Accomplished and Notarized Omnibus Sworn Statement

Important:

PLEASE SUBMIT YOUR QUOTATION/S & ELIGIBILITY REQUIREMENTS IN SEALED ENVELOPE/S ADDRESSED TO THE DILG SHOPPING AND SMALL VALUE PROCUREMENT COMMITTEE (SSVPC) ON or BEFORE 12nn of October 25, 2017.

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.

Revised Form 2012
AS:GSD:PS
JJJ:EAV:CSC:LBC:kba