



**REQUEST FOR QUOTATION (RFQ)**

|                           |   |         |                    |
|---------------------------|---|---------|--------------------|
| MODE OF PROCUREMENT:      | <b>NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT</b> | RFQ No. | <u>2017-11-350</u> |
| Name of Procuring Entity: |   | Date:   |                    |
| Office/End User:          |   |         |                    |
| 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:**

- |   |   |
|---|---|
| <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Bidders may quote for any or all terms.</p> <p>3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.</p> <p>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</p> <p>5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</p> <p>6. 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.</p> | <p>7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</p> <p>8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</p> <p>9. Liquidated damages equivalent to one-tenth of one percent (0.001) 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 amount of the contract, without prejudice to other courses of action and remedies open to it.</p> <p>10. Bidders shall submit their quotation together with all the required documents on or before <u>Nov 20, 8:40 AM</u> to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.</p> |
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APPROVED BUDGET FOR THE CONTRACT (ABC):  
Php 200,000.00

**PEDRO D. GONZALES**  
Chair, BAC

| ITEM NO. | ITEM DESCRIPTION  | QTY. | UNIT | ABC PER ITEM | PRICE PER UNIT |
|----------|---|------|------|--------------|----------------|
|          | <b>Meals and Accommodation</b>  |      |      |              |                |
|          | Day 1: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner, Accommodation  | 50   | pax  | 2,000.00     |                |
|          | Day 2: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner, Accommodation  | 50   | pax  | 2,000.00     |                |
|          | <p><b>REQUIREMENTS:</b></p> <p>1. For procurement projects with Meals and Snacks:</p> <ul style="list-style-type: none"> <li>• Menu</li> </ul> <p>2. For procurement projects with ABC ≥ P50,000.00:</p> <p><i>*In order to be eligible for this procurement, suppliers/ service providers must submit the following eligibility requirements:</i></p> <ol style="list-style-type: none"> <li>a. Valid Business/ Mayor's Permit</li> <li>b. Latest Income/Business Tax Return</li> <li>c. PhilGEPS Certificate</li> <li>d. Omnibus Sworn Statement</li> </ol> <p>Purpose/Title of the Activity: National Validation of SGLG Assessment:<br/>Communicating the Governance Assessment Report</p> <p>Date of the Activity: December 19-20,2017</p> |      |      |              |                |

|          |  |                |  |
|----------|--|----------------|--|
| 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.