



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 (Address)

Document Code		
<b>FM-QP-DILG-AS-RO-10-07</b>		
Rev. No.	Eff. Date	Page
00	06.15.21	1 of 1

**MODE OF PROCUREMENT:** Small Value Procurement RFQ No. : **2021-09 247**

Name of Procuring Entity: DILG Region 1 Date:

Office/End User: **LGCDD**

Company Name (TO BE

Address (TO BE FILLED OUT

BY SUPPLIER)

**\*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 may quote for any or all items.
- 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.

- 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.

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

**PHP 100,000.00**

**ENGR. ALICIA C. BANG-OA**

BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT FROM SUPPLIER
	<p><b>Meals and Snacks (Breakfast, AM Snack, Lunch, PM Snack &amp; Dinner) on October 18-22, 2021 (5 days)</b></p> <p>-----</p> <p>Bidders shall submit their quotation together with all the required documents on or before _____ to the BAC Secretariat.</p> <p>The BAC shall not accept quotations after the deadline.</p> <p><b>SUBMISSION OF BID/OFFER:</b></p> <ol style="list-style-type: none"> <li>Valid Business/Mayor's Permit;</li> <li>Latest Income/Business Tax Return/Tax Clearance Certificate</li> <li>Menu (for procurement of meals and snacks)</li> </ol> <p><i>Non-submission of the above-stated requirements shall automatically disqualify the bid/offer</i></p> <p><b>PRIOR TO ISSUANCE OF NOTICE OF AWARD:</b></p> <ol style="list-style-type: none"> <li>Omnibus Sworn Statement; and</li> <li>Philgeps Registration Number</li> </ol> <p><b>PURPOSE: Conduct of Training of Trainers on Climate and Disaster Risk Assessment (CDRA)</b></p> <p><b>DATE OF ACTIVITY: October 18-22, 2021</b></p>	20	pax	1,000	
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.