



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 CORDILLERA ADMINISTRATIVE REGION
 Province of Ifugao
 Capitol Compound, Poblacion South, Lagawe, Ifugao 3600
 CP Numbers: 0926-711-0934 (Globe), 0921-386-2598 (Smart)
 E-mail Addresses: dilg_ifugao@yahoo.com, ifugaodilg@gmail.com



Procuring Entity:	DILG-Ifugao Field Operating Unit	RFQ No.:	2017-10-44
Office/End-User:	IGMED	Date:	10/18/2017

PPA: **Orientation on People's Law Enforcement Board (PLEB)**

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:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation(s) must be valid for a period of 60 days calendar days from the date of submission.
4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
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.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 8. The item(s) shall be delivered within **ONE (1) CALENDAR DAY** from receipt of Purchase Order (P.O.).
9. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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 cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. Sealed quotations shall be submitted not later than **OCTOBER 23, 2017, 12 NOON** at the DILG-Ifugao provincial office.
12. Late submission of bid/s shall not be accepted.

APPROVED BUDGET FOR THE CONTRACT: Php 228,000.00	REGINA ELIZABETH L. MAMMAG BAC CHAIRMAN
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Item No.	ITEM DESCRIPTION	QTY	ABC	OFFER				Remarks
				PRICE		Compliance with Technical Specifications (Please Check)		
				Unit Price	Total Price	Yes	No	

Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.

1. Availability *	November 9-10, 2017						()	()	
2. Location	a. Santiago, Isabela						()	()	
	b. Free parking space reserved within or near venue.						()	()	
3. Venue	1. Structural Condition:								
	a. The foundation is made of concrete and structural steel, materials, or combination of both.*						()	()	
	2. Functionality of Function Room: *								
	a. Seminar-Workshop*						()	()	
	b. Area can accommodate 100 pax.*						()	()	
	c. Amenities includes:								
	i. Secretariat's Table*						()	()	
	ii. Atleast 2 microphone units (wired OR wireless (with sufficient battery and power back-up)*)						()	()	
	iii. LCD Projector Screen						()	()	
	iv. Podium/Rostrum*						()	()	
	vi. Waived electricity charges for use of laptops and projector and other equipment.*						()	()	
	vii. Available and functional generator set.*								
	ix. Hall is not hazardous and well ventilated and airconditioned room						()	()	
	3. Facilities:								
	a. Continuous water supply and accessible comfort room. *						()	()	
	b. Compliance with the standards provided by the Building Code of the Philippines. *						()	()	
	d. Accessible emergency exit and alarm, standby fire extinguisher						()	()	
	e. Audible/Clear/Operational Sound System; Surround Sound System. *						()	()	
	f. Free Wifi						()	()	
	4. Other Requirements:								
	a. Provision of Janitorial and Maintenance Services*						()	()	
	b. Ambience is conducive to learning.						()	()	
	5. Catering Services:								
	a. Location must be inside/adjacent or outside but near the Function Room.*						()	()	
	b. Meals for pax.*						()	()	
	i. Snacks*						()	()	
	ii. Assisted Buffet*						()	()	
	iii. Meals Inclusive of:*						()	()	
	a. Soup*						()	()	
	b. 2 Main Course*						()	()	

