



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)
1559 Matimco Bldg., Km.4, Libertad, Butuan City
Telefax. Nos. (085) 342-2134/815-1299
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NOTICE OF NEGOTIATED PROCUREMENT FOR LEASE OF VENUE

The **Department of the Interior and Local Government - Region 13 (DILG-13)**, through its **Bids and Awards Committee (BAC)**, invite interested parties to submit quotation for **Lease of Venue for the Rollout of the Human Rights-Based Local Watsan Hubs to Waterless Municipalities on October 23-25, 2013**, through Negotiated Procurement in accordance with 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184 with an Approved Budget for the Contract of **Two Hundred Thirty Nine Thousand Seven Hundred Pesos (Php239,700,00)**.

Deliverables:

A. Location

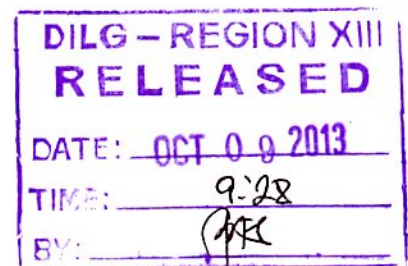
The location of the lease venue shall be in Butuan City and accessible to the commuting public.

B. Conference Hall/Space Requirement

The hall/venue must accommodate at least 52 participants.

Must have the following amenities:

- 1) Table and chair arrangement for participants and presidential table;
- 2) Information table; Philippine Flag; podium
- 3) Air-conditioned;
- 4) Adequate lighting and sound system, with at least three (3) functional wired/wireless microphones;
- 5) Power outlet/charge for LCD projector and laptop;
- 6) Projector screen and whiteboard;
- 7) Stand-by power generator;
- 8) Free Wifi; and
- 9) Complimentary room accommodation for the secretariat.



C. Food Requirements

	Breakfast	Snack AM	Lunch	Snack PM	Dinner
Activity 0 Oct. 22, 2013 (15 person)					Breaded Porkchop Grilled Bangus Behon Guisado Rice Buko Pandan Softdrink
Activity 1 : Oct. 23, 2013 (52 persons)		Carrot Cake Fruit Juice	Cream & Mushroom Soup Beef Campito Buttered Chicken Fresh Vegetable Lumpia Rice Assorted Fruit Softdrink	Hamburger Orange Juice	Fish Tinola Pork Adobo Bam-i Rice Assorted Fruit Softdrink
Activity 2 : Oct. 24, 2013 (52 person)		Clubhouse Sandwich Pineapple Juice	S & S Fish Fillet Chicken Pillow Chopsuey Cream Soup Rice Macaroni Salad Softdrink	Assorted Native Kakanin Juice	Beef w/ Ampalaya Buttered Chicken Four Season Rice Fruit Salad Softdrink
Activity 3 : Oct. 25, 2013 (52 persons)		Chocolate Moist Cake Fruit Juice	Beef Steak Seafood w/ Vegetable Bam-i Sotanghon Soup Rice Fruit Salad Softdrink	Ham & Cheese Burger Ice Tea	Fish Fillet in White Sauce Beef Steak w/ Pineapple Chopsuey Rice Mango Float Softdrink

D. Accommodation (Aircon)

15 pax - 1-day accommodation @ 4pax/room on October 22, 2013 with complimentary breakfast (Filipino) for October 23, 2013

52 pax - 3-day accommodation @ 4pax/room on October 23-25, 2013 with complimentary breakfast (Filipino) for October 24-26, 2013

Free 1 room for the training secretariat for the duration of the activity

DILG 13 now invites legally, technically, and financially capable lessor to submit quotation for the Lease of Venue.

Quotations and documentary requirements (Annex "A") may must be delivered/submitted to the address above on or before **October 18, 2013 at 9:00 a.m.** Late proposal shall not be accepted.

The DILG 13 reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact **Atty. Anthony P. Vitor**, Head, BAC Secretariat at (085) 342-2134 or (085) 815-1299.


CHARISSA D. GUERTA
Chairperson, BAC

Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Department of the Interior and Local Government
Regional Office 13
Libertad, Butuan City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
1	pax	Dinner and room accommodation (4pax/room) on October 22, 2013 and complimentary (Filipino) breakfast on October 23, 2013	15		
2	pax	Room accommodation (4pax/room) on October 23-25, 2013 with complimentary (Filipino) breakfast on October 24-26, 2013	41		
3	pax	Lunch, AM and P.M. snacks, dinner on October 23-25, 2013	52		

GRAND TOTAL _____

Bidder with the lowest quotation shall submit the following: (i) Mayor's Permit; (ii) DTI or SEC Registration Certificate; and (iii) PhilGEPS Registration.

Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company