



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 Seminar-Workshop on Skills Enhancement on Detailed engineering Design Preparation and Procurement on August 5-9, 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 Four Hundred Thirty Five Thousand Two Hundred Pesos (Php435,200.00).

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

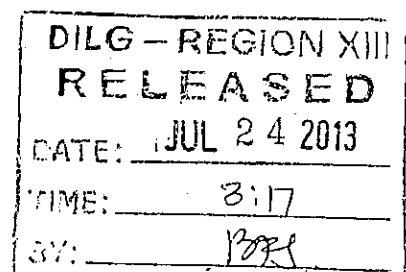
The hall/venue must accommodate at least 63 participants.

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; and
- 7) Free Wifi

C. Food Requirements (Based on Hotel Menu)

August 5, 2013
20 pax – Dinner



August 6-9, 2013

63 pax – Breakfast, lunch, dinner, AM and PM snacks with free flowing coffee or tea

D. Accommodation (Aircon)

August 5, 2013: 20 persons @ 4pax/room

August 6-9, 2013: 63 persons; @ 4pax/room

DILG 13 now invites legally, technically, and financially capable supplier to submit quotation for the Lease of Venue for the Seminar-Workshop on Skills Enhancement on Detailed engineering Design Preparation and Procurement.

Quotations and documentary requirements (Annex "A") may be please in a sealed envelope marked "**Lease of Venue for the Seminar-Workshop on Skills Enhancement on Detailed engineering Design Preparation and Procurement**" and must be delivered/submitted to the address above on or before **August 1, 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 accommodation (4pax/room) (August 5, 2013)	20		
2	pax	B-fast, lunch, dinner, AM and P.M. snacks Room accommodation (4pax/room) (August 6-9, 2013)	63		

GRAND TOTAL

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

Amount in Words) _____

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

Very truly yours,