



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  
website: caraga.dilg.gov.ph; email address: dilgxiii@yahoo.com



### **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 Roll-out Training on Setting up of M and E for the 2013 BUB on August 20, 22, 23, 26 and 27, 2013**, through Negotiated Procurement in accordance with Sec. 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184 with an Approved Budget for the Contract of One Hundred Seventy Six Thousand Three Hundred Pesos (Php176,300.00).

#### **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 from 50 to 114 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)**

AM and PM snacks, lunch and free flowing coffee and/or tea

**DILG – REGION XIII  
RELEASED**

DATE: AUG 12 2013

TIME: 8:20

BY: [Signature]

DILG 13 now invites legally, technically, and financially capable supplier to submit quotation for the Lease of Venue the Roll-out Training on Setting up of M and E for the 2013 BUB on August 20, 22, 23, 26 and 27, 2013.

Quotations and documentary requirements (Annex "A") may be placed in a sealed envelope and must be delivered/submitted to the address above on or before **August 16, 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	A.M. and P.M. snack and lunch			
		1) August 20, 2013	114		
		2) August 22, 2013	90		
		3) August 23, 2013	74		
		4) August 26, 2013	82		
		5) August 27, 2013	50		

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,

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Name/Signature of Representative

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Name of Company