



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (Caraga)

Matimco Bldg., Km. 4, Libertad, Butuan City
Tel. No. (085) 342-2045, 341-1976; Fax No. (085) 342-2134, 815-1299
www.dilg13.org



REQUEST FOR QUOTATION

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 conduct of Geographic Information System (GIS) for Climate and Disaster Risk and Vulnerability Reduction on October 15-17, 2014, through Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184 with an Approved Budget for the Contract of One Hundred Six Thousand One Hundred Forty Pesos Only (Php 106,140.00).

Deliverables:

A. LOCATION

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

B. DATE

The service should be delivered on October 15-17, 2014. Arrival of guests is on October 15, 2014 at 2:00 pm Check-in Time, and departure of guests is on October 17, 2014 at 12:00 noon-Check out time.

C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least 39 participants.

Must have the following amenities:

- 1) Table and chairs arrangement for participants and presidential table;
- 2) Information/secretariat table at the entrance;
- 3) Philippine Flag, podium, backdrop and welcome streamer;
- 4) Design backdrop and welcome streamer (Tarpaulin design to be supplied by the Procuring Entity)
- 5) Fully air-conditioned room;
- 6) Adequate lighting and sound system, with at least two (2) functional wireless and three (3) wired functioning microphones;
- 7) One (1) Projector screen;
- 8) White board markers (at least 4);
- 9) Power outlet/charge for LCD projector and laptops (for at least 5 laptop units);
- 10) Stand-by power generator (in case of power failure);
- 11) Free Wifi connectivity
- 12) Hall usage on October 15-17, 2014

D. ROOM ACCOMODATION REQUIREMENTS:

1. Atleast 2 to 3 pax in a room; fully air-conditioned with television; toilet and bathroom with complementary soap. Shampoo and toothpaste, towel;
2. Free internet wi-fi connectivity;
3. Complimentary room accommodation for the secretariat;
4. Check-in time for participants is at least 2:00 pm on October 15, 2014 and check-out time is 12:00 noon on October 17, 2014;
5. *Shall be sufficient to accommodate participants with the corresponding number of guests as shown in the attached matrix;*
6. Billeting of participants should be within the hotel premises;

E. FOOD REQUIREMENTS:

1. Shall follow menu plan for lunch, morning and afternoon snacks (See food matrix "A" for details);
2. Water dispenser and glass always available at conference hall;
3. Free flowing coffee (with cream and brown sugar) from morning to afternoon;

F. PAYMENT ARRANGEMENT:

The DILG may request the supplier **adjustment (addition and reduction)** on booking of food and hotel accommodation based on the actual number of participants present. Payment shall be based on the actual quantity of services delivered (per actual person).

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

Quotations and documentary requirements (Annex "B") must be delivered/submitted to the address above on or before **October 13, 2014 at 8:00 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. Allen M. Gasulas**, Head, BAC Secretariat at (085) 342-2134 or (085) 815-1299.


CHARISSA D. GUERTA
Chairperson, BAC

Annex "A"

MENU PLAN

	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
Day 1: Oct 15		Baked Macaroni (Beef) Garlic Bread Four Seasons Juice	Beef with Broccoli 3 pcs Lumpia Shanghai Ginataang Dabong with Shrimps Rice Fruit Salad, Softdrinks	Pork bola2 Siopao (Large) Side Dish: Nacho Cheese Chips Iced Tea	Sinigang na Hipon Kare-kare with Alamang Calamares Rice Banana Cream, Softdrinks
Day 2: Oct 16	Pork Tocino, Sunny Side Up, Egg, Juice	100% Beef-Patty Burger with Tomato, Lettuce and Cheese Side Dish: French Fries Softdrinks	Chicks n' Chips (Breaded Fried Chicken and Potato Wedges) Pork Menudo Coleslaw Rice Lecheflan, Softdrinks	Jumbo Hotdog (or Beef Frankfurters) Sandwich with Mayo- mustard and Cheese Dressing Side Dish: Potato Wedges Softdrinks	Baked Tahong with butter and Cheese Grilled Pork Belly Kinilaw na Tangigue/Malasugi/T una Rice, Mango Tapioca
Day 3: Oct 17	Fried Fish, Scrambled Egg, Hot Chocolate	Pasta Penne in Pesto sauce with Bacon Bruschetta / Garlic Bread Iced Tea	Beef Tadyang Chicken Halang- halang Puso Salad Rice Buko Pandan, Softdrinks	2 pcs Chicken Empanada Dalandan Juice	Native Chicken Tinola Pork Hamonada Talong Salad Rice Maja blanca, Softdrinks

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	October 15, 2014 – Day 1			
		- AM Snacks	39		
		- Lunch	39		
		- PM Snacks	39		
		- Dinner	39		
		- Hotel Accommodation (w/ complimentary breakfast)	32		
2	pax	October 16, 2014 – Day 2			
		- AM Snacks	39		
		- Lunch	39		
		- PM Snacks	39		
		- Dinner	39		
		- Hotel Accommodation (w/ complimentary breakfast)	32		
3	pax	October 17, 2014 – Day 3			
		- AM Snacks	39		
		- Lunch	39		
		- PM Snacks	39		
		- Dinner	39		

GRAND TOTAL

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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