



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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**DILG - REGION XIII
RELEASED**

DATE: MAR 05 2014

TIME: 1:00

BY: A. PLANO JR

**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 Training and Seminars re: Gender Sensitivity Training, Gender Audit and General Analysis Workshop, 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 Twenty One Thousand Four Hundred Eighty Pesos (P221,480.00).

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 March 26-28, 2014 and for the arrival of guests on March 26, 2014 at 6:00 pm Check-in Time, and departure of guests March 28, 2014 at 12:00 noon-Check out time.

C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least 168 participants with provision of two separate workshop rooms.

Must have the following amenities:

- 1) Table and chair 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;
- 10) Stand-by power generator (in case of power failure);
- 11) Free Wifi connectivity

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	March 26, 2014 - Hotel Accommodation	91		
2	pax	March 27, 2014 - Breakfast - AM Snacks - Lunch - PM Snacks - Dinner - Hotel Accommodation	91 168 168 168 168 91		
3	pax	March 28, 2014 - Breakfast - AM Snacks	91 168		

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

D. ROOM ACCOMODATION REQUIREMENTS:

1. At least 3 to 4 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 6:00 pm on March 26, 2014 and check-out time is 12:00 noon on March 28, 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. There should be complimentary breakfast, Filipino meal (Rice as staple), for live-in participants (See food matrix below for details);
2. Shall follow menu plan for lunch and dinner and morning and afternoon snacks (See food matrix below for details);
3. Water dispenser and glass always available at conference hall;
4. Free flowing coffee (with cream and brown/white sugar) from morning to afternoon;
5. Breakfast shall be served from 6:30 am - 8:30 am. Lunch shall be ready before 12:00 noon. Dinner shall be served at 6:00 pm-8:00 pm.

MENU PLAN

DAY	BREAKFAST	SNACK (AM)	LUNCH	SNACK (PM)	DINNER
March 27, 2014					
(91 persons) (Complimentary)	Rice, Fried Egg, Bangus, Fruits, Coffee/Milo				
(168 persons)		Meat Bread & Iced Tea	Beef Caldereta, Mongolian Spare Ribs, Crab Meat w/Vegetables, Corn Soup, Rice & Soft drinks	Carrot cake & Pineapple Juice	Fish Fillet w/ Pineapple & Lemon Sauce, Breaded Chicken, Sotanghon Special, Fruits, Rice & Soft drinks
March 28, 2014					
(91 persons) (Complimentary)	Rice, Boiled Egg, Beef Tapa, Fruits, Coffee/Milo				
(168 persons)		Tuna Sandwich & 4 Seasons Juice			

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 "A") must be delivered/submitted to the address above on or before March 13, 2014 at 9:30 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 Ms. Jocelyn C. Jayoma, Head, BAC Secretariat at (085) 342-2134 or (085) 815-1299.


CHARISSA D. GUERTA
Chairperson, BAC