



## REQUEST FOR QUOTATION

The **Department of the Interior and Local Government - Region 13 (DILG-13)**, through its **Bids and Awards Committee (BAC)**, invites interested parties to submit quotation for **Lease of Venue, Food and Accommodation for the Orientation on Understanding Indigenous Peoples Culture in the Philippines: Focus on CARAGA Region Ethnic Groups on December 8-10, 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 Three Hundred Fourteen Thousand Five Hundred Pesos Only (**Php 314,500.00**).

### Deliverables:

#### A. LOCATION

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

#### B. DATE

The service should be delivered in December 8-10, 2014. Arrival of guests is on December 8, 2014 at 2:00 pm Check-in Time, and departure of guests is on December 11, 2014 at 12:00 noon-Check out time.

#### C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least **90** 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 December 8-10, 2014



#### D. ROOM ACCOMODATION REQUIREMENTS:

1. Atleast 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 2:00 pm on December 8, 2014 and check-out time is 12:00 noon on December 11, 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 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

Item No.	Item Description	QTY	Unit
<b>Monday, December 8, 2014</b>			
1	<b>Breakfast-</b> Fried Bangus, Sunny Side Up Egg and Coffee/Hot Choco	40	Pax
2	<b>AM Snacks-</b> Bibingka, Hot chocolate	90	Pax
3	<b>Lunch-</b> Tinolang Manok (Bisaya), Pork Bola-Bola w/ Sweet & Sour Pork, Beef Tadyang, Talong Ensalada, Rice, Leche Flan & Softdrink	90	pax
4	<b>PM Snacks-</b> Baked Macaroni and Orange Juice	90	pax
5	<b>Dinner-</b> Tuna Sinugba, Chicken Curry, Vegetable Casserole, Rice, Fresh Friut Salad and Softdrink	90	pax
<b>Tuesday, December 9, 2014</b>			
6	<b>Breakfast-</b> Tomato & Maalat Egg Salad, Tocino, Coffee/Juice, Rice and Fresh Fruit	<i>Complimentary of 70 pax</i>	
7	<b>AM Snacks-</b> Submarine Sandwich and Pineapple Juice	90	pax
8	<b>Lunch-</b> Pork Sinigang, Chicken Pillow w/ Sauce, Seafood Vegetable, Bam-I, Rice, Buko Pandan and Softdrink	90	pax
9	<b>PM Snacks-</b> Tuna Sandwich and Four Seasons Juice	90	pax
10	<b>Dinner -</b> Beef w/ Broccoli, Crispy Pata, Ensaladang Puso, Rice, Mango Float and Softdrink	90	Pax



<b>Wednesday, December 10, 2014</b>			
11	<b>Breakfast-</b> Boneless Danggit, Scrambled Egg, Coffee/Juice, Rice, Fresh Fruit	<i>Complimentary of 70 pax</i>	
12	<b>AM Snacks-</b> Lasagna and Ice Tea	90	90
13	<b>Lunch-</b> Beef Pochoero, Baked Tahong w/ Butter & Cheese, Grilled Pork Belly, Fresh Lumpia w/ Sauce, Rice, Maja Blanca and Softdrink	90	90
14	<b>PM Snacks-</b> Ham & Cheese Burger and Fruit Juice	90	90
15	<b>Dinner -</b> Buffalo Wings, Beef Steak w/ Pineapple, Four Season vegetable, Sotanghon, Rice, Window Cathedral, Softdrink	90	90
<b>Thursday, December 11, 2014</b>			
16	<b>Breakfast-</b> Fried Egg, (Sunny side-up), Corn beef, Coffee/Juice, Rice and Fresh Fruit	<i>Complimentary of 70 pax</i>	

#### **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 **November 24, 2014 at 8:30 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 **Atty. Allen M. Gasulas**, Head, BAC Secretariat at (085) 342-2134 or (085) 815-1299.

**RAY GREGORY F. JARANILLA**  
Vice 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	December 8, 2014			
		- Breakfast	40		
		- AM Snacks	90		
		- Lunch	90		
		- PM Snacks	90		
		- Dinner	90		
		- Hotel Accommodation w/ complimentary breakfast	70		
2	pax	December 9, 2014			
		- AM Snacks	90		
		- Lunch	90		
		- PM Snacks	90		
		- Dinner	90		
		- Hotel Accommodation w/ complimentary breakfast	70		
3	pax	December 10, 2014			
		- AM Snacks	90		
		- Lunch	90		
		- PM Snacks	90		
		- Dinner	90		
		- Hotel Accommodation w/ complimentary breakfast	70		

**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