



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, Food and Accommodation for the PAMANA-DILG Fund Project Implementation Review on December 5-6, 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 Sixty Eight Thousand Pesos Only (**Php 168,000.00**).

### 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 December 5-6, 2014. Arrival of guests is on December 5, 2014 at 2:00 pm Check-in Time, and departure of guests is on December 6, 2014 at 12:00 noon-Check out time.

#### C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least **74** 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 5-6, 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 December 5, 2014 and check-out time is 12:00 noon on December 6, 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 **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



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Annex "A"

**MENU PLAN**

	<b>Breakfast</b>	<b>AM Snacks</b>	<b>Lunch</b>	<b>PM Snacks</b>	<b>Dinner</b>
Day 1: Dec. 05	Fried Bangus, Scrambled Egg, Juice  <i>(Complimentary - To be served on Dec. 05, 2014)</i>	Spaghetti with Sliced Bread, Iced Tea	Beef Pohero, Sweet & Sour Fish, Four Seasons Veggies, Fruit Salad, Softdrink, Rice	Carrot Cake, Mango Juice	Fish Tinola, Lapu- lapu escabeche, Porkchop, Pinakbet, Chicken Roll, Fresh Fruit, Rice, Softdrink
Day 2: Dec. 06	Pork Tocino, Sunny Side Up, Egg, Juice  <i>(Complimentary - To be served on Dec. 06, 2014)</i>	100% Beef-Patty Burger with Tomato, Lettuce and Cheese Side Dish: French Fries Softdrinks	Fish Tinola, Tadyang, Pork Steak, Bihon Guisado, Calamares, Buko Pandan, Rice, Softdrinks	Meat Bread, Fruit Juice	Nilagang Pork, Lechon Kawali, Lumpiang Hubad Veggies, Pork Teriyaki, Chopsuey, Fresh Fruit, Juice, Rice



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Annex "B"

**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 5, 2014			
		- AM Snacks	74		
		- Lunch	74		
		- PM Snacks	74		
		- Dinner	74		
		- Hotel Accommodation (w/ complimentary breakfast)	31		
2	pax	December 6, 2014			
		- AM Snacks	74		
		- Lunch	74		
		- PM Snacks	74		
		- Dinner	74		
		- Hotel Accommodation (w/ complimentary breakfast)	31		

**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) \_\_\_\_\_  
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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Name of Company