



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



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT OF GOODS AND SERVICES**  
**(Second Posting)**

The **Department of the Interior and Local Government - Region 13 (DILG-13)**, through its **Bids and Awards Committee (BAC)**, invites interested suppliers to submit their quotation for **Food and Accommodation during the conduct of Consultative Dialogue cum Training Assistance on Enabling Environment for Business Friendly and competitive LGUs** on **December 4 to 5, 2014** with an Approved Budget for the Contract (ABC) of Two Hundred Three Thousand Five Hundred Pesos Only (**203,500.00**) which the entity will procure through Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Deliverables:**

**A. Location**

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

**B. DATE**

The service should be delivered on December 3 to 6, 2014. Arrival of guests will be on December 3, 2014 with check-in time at 12:00 noon. Departure of guests shall be on December 6, 2014 with check out time at 12:00 noon.

**C. CONFERENCE HALL/SPACE REQUIREMENT**

The venue must accommodate at least **55** 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) Provide backdrop and welcome streamer (Tarpaulin design to be supplied by the Procuring Entity) with tarpaulin dimension: 4" x 8";
- 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;
- 12) Hall usage on December 4 to 5, 2014.

**D. ROOM ACCOMODATION REQUIREMENTS:**

1. At most 2 persons in a room; fully air-conditioned with television; toilet and bathroom with complimentary soap, shampoo and towel;

2. Free internet wi-fi connectivity;
3. Complimentary room accommodation for the secretariat;
4. Check-in time for participants is at least 12:00 noon on December 3, 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. There should be complimentary breakfast, Filipino meal (Rice as staple), for live-in participants (See food matrix in Annex "A");
2. Shall follow menu plan for lunch and dinner and morning and afternoon snacks (See food matrix in Annex "A");
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.

**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 food and accommodation.

Sealed quotations and documentary requirements (Annex "B") must be delivered/submitted to the address below on or before **November 27, 2014 at 8:30 AM**. Late proposal shall not be accepted.

**THE BIDS AND AWARDS COMMITTEE  
DILG-REGIONAL OFFICE XIII  
1559 MATIMCO BLDG., KM 4  
LIBERTAD, BUTUAN CITY**

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"

### **Consultative Dialogue cum Training Assistance on Enabling Environment for Business Friendly and Competitive LGUs** (December 4-5, 2014)

#### Menu

*(with water dispenser and free flowing coffee and hot chocolate or milk)*

#### Day 0 -

Dinner                    soup (appetizer), pinakbet, grilled tuna belly, chicken and pork barbeque, beef kaldereta, Sweet fruit salad (dessert) , w/ softdrinks

#### Day 1 – Breakfast

AM snacks                Rice, egg, Longganiza, fried eggplant with bottled iced tea

Lunch                     Spaghetti with softdrinks

                              pumpkin soup (*appetizer*), special chopseuy (*vegetable*), Sweet and sour pork,

                              chicken sticks, beef afritada, fruit salad (*dessert*) , w/ softdrinks

Pm                            chocolate cake with canned juice

Dinner                     soup (appetizer), squid rolls w/ broccoli, Pork chop w/ sauce, beef mechado,

fried tuna fish fillet, fresh fruits (dessert), w/ softdrinks

#### Day 2 – Breakfast

AM snacks                chicken tuna sandwich with canned Juice

Lunch                     egg drop soup (*appetizer*), MTK (Mushroom, Tokwa & Kangkong), Ham and chicken rolls, tuna fish fillet, beef with oyster sauce, mango-buko pandan salad (*dessert*), w/ softdrinks

Pm                            ham and cheese sandwich with chips w/ softdrinks

Dinner                     soup, four seasons, hot and spicy fried chicken, beef kare-kare, fish tinola  
sweet fruit salad with pandan strips (dessert), w/ softdrinks

**PRICE QUOTATION FORM**


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 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	PRICE
1	Pax	Meals and Snacks with Venue		
		Day 0 - Dinner		
		- Accommodation with complimentary breakfast		
		Day 1 - AM Snacks		
		- Lunch		
		- PM Snacks		
		- Dinner		
		- Accommodation with complimentary breakfast		
		Day 2 - AM Snacks		
		- Lunch		
		- PM Snacks		
		- Dinner		
		- Accommodation with complimentary breakfast		

**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,

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 Name/Signature of Representative

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 Name of Company