



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 GPBP-DILG Fund Partner's Meeting & Training Workshop on D.E.D. Preparation and Procurement on October 14-17, 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 Four Hundred Thirty Thousand One Hundred Pesos Only (**Php 430,100.00**).

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 14-17, 2014. Arrival of guests is on October 14, 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 14-17, 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 14, 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 10, 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	Snack AM	Lunch	Snack PM	Dinner
Day 1 :	Ham & Cheese Omelette	Clubhouse Sandwich	Tinolang Manok (Bisaya)	Baked Macaroni	Tuna Sinugba
October 14, 2014	Longganisa	Fruit Juice	Pork Bola-bola w/ S&S	Orange Juice	Chicken Curry
	Coffee/Juice		Beef Tadyang		Vegetable Casserole
	Rice		Talong Ensalada		Bam-i
	Fresh Fruit		Rice		Rice
			Leche Flan		Fresh Fruit Salad
			Softdrink		Softdrink
Day 2 :	Tomato & Maalat Egg Salad	Submarine Sandwich	Pork Sinigang	Tuna Sandwich	Beef w/ Broccoli
October 15, 2014	Tocino	Pineapple Juice	Chicken Pillow w/ Sauce	Four Season Juice	Crispy Pata
	Coffee/Juice		Seafoods Vegetable		Ensaladang Puso
	Rice		Bam-i		Pancit Canton
	Fresh Fruit		Rice		Rice
			Buko Pandan		Mango Float
			Softdrink		Softdrink
Day 3 :	Boneless Danggit	Lasagna	Beef Pochero	Ham & Cheese Burger	Buffalo Wings
October 16, 2014	Scrambled Egg	Ice tea	Baked Tahong w/ Butter & Cheese	Fruit Juice	Beef Steak w/ Pineapple
			Grilled Pork Belly		Vegetable Karekare
	Coffee/Juice		Fresh Lumpia w/ sauce		Sotanghon
	Rice		Rice		Rice
	Fresh Fruit		Maja Blanca		Window Cathedral
			Softdrink		Softdrink
Day 4 :	Fried Egg(Sunny side-up)	Chocolate Moist Cake	Shrimp Sinigang	Carbonara w/ Chicken Strip	Pork Menudo
October 17, 2014	Combeef	Fruit Juice	Lechon Kawali	Ice Tea	Buttered Chicken
	Coffee/Juice		Pork Asado		S & S Fish Fillet(Malasugi)
	Rice		Caesar Salad		Rice
	Fresh Fruit		Rice		Fresh Fruits
			Mango Tapioca w/ Buko		Softdrink
			Softdrink		

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 14, 2014 – Day 1	10		
		- Breakfast	134		
		- AM Snacks	134		
		- Lunch	134		
		- PM Snacks	74		
		- Dinner	67		
2	pax	October 15, 2014 – Day 2	8		
		- Breakfast (for Live-Out)	74		
		- AM Snacks	74		
		- Lunch	74		
		- PM Snacks	74		
		- Dinner	66		
3	pax	October 16, 2014 – Day 3	8		
		- Breakfast (for Live-Out)	74		
		- AM Snacks	74		
		- Lunch	74		
		- PM Snacks	74		
		- Dinner	66		
4	pax	October 17, 2014 – Day 4	8		
		- Breakfast (for Live-Out)	74		
		- AM Snacks	74		
		- Lunch	74		
		- PM Snacks	25		
		- Dinner	15		
		- Hotel Accommodation (w/ 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) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative_____
Name of Company

