



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



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)**, invites interested parties to submit quotation for **Lease of Venue for the Conduct of Provincial CSO Seminar** on June 25-27, 2014, through Negotiated Procurement in accordance with 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184 with an Approved Budget of One Hundred Seventy Thousand Two Hundred Pesos (**Php 170, 200.00**).

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 June 25, 2014 until June 27, 2014. Arrival of guests will be at 7:00 in the morning on June 25, 2014 with check-in time at 12:00 noon. Departure of guests shall be at 5:00 in the afternoon of June 27, 2014 with check out time at 12:00 noon.

C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least **50** 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 June 25-27, 2014.

D. ROOM ACCOMODATION REQUIREMENTS:

1. At least 3 to 4 pax 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 June 25, 2014 and check-out time is 12:00 noon on June 27, 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 Lease of Venue.

Sealed quotations and documentary requirements (Annex "B") must be delivered/submitted to the address below on or before **June 18, 2014 at 2:00 PM**. 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.


CHARISSA D. GUERTA
Chairperson, BAC

Annex "A"

Date	Meai	Menu
June 25, 2014	AM Snacks	<i>Chocolate Cake and Fruit Juice</i>
	Lunch	<i>Fish Fillet with sweet & sour sauce; Beef afritada; Native chicken tinola; Chopsuey with quail egg; rice and softdrinks</i>
	PM Snacks	<i>Suman with mango and Hot choco</i>
	Dinner	<i>Fish tinola; Breaded Pork chop; Four Seasons; Buko Pandan; rice and softdrinks</i>
June 26, 2014	Breakfast	<i>Corned beef; Scrambled egg with tomato salad; Papaya; Coffee / milo; Rice</i>
	AM Snacks	<i>Carrot cake and Fruit Juice</i>
	Lunch	<i>Shrimp sinigang soup; Beef steak with pineapple; Fish fillet in escabeche sauce; four seasons; rice and softdrinks</i>
	PM Snacks	<i>Bibingka and Hot chocolate</i>
	Dinner	<i>Fish tinola; Buttered chicken; Adobong baboy; Four seasons; Fruit salad; Rice and Softdrinks</i>
June 27, 2014	Breakfast	<i>Hotdog; Fried Bangus; Banana; Coffee/milo; Rice</i>
	AM Snacks	<i>Chicken sandwich and Fruit Juice</i>
	Lunch	<i>Corned beef soup; Fish sinugba; Hot and crispy chicken; Pinakbet; Buko cream; Rice and Softdrinks</i>
	PM Snacks	<i>Cassava cake and Fruit Juice</i>

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	June 25, 2014			
		- AM Snacks	46		
		- Lunch	46		
		- PM Snacks	46		
		- Dinner	46		
		- Hotel accommodation (w/ complimentary breakfast for the following day)	46		
2	pax	June 26, 2014			
		- AM Snacks	46		
		- Lunch	46		
		- PM Snacks	46		
		- Dinner	46		
		- Hotel accommodation (w/ complimentary breakfast for the following day)	46		
3	pax	June 27, 2014			
		- AM Snacks	35		
		- Lunch	35		
		- PM Snacks	35		

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