



**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), invite interested parties to submit quotation for the Lease of Venue for Orientation-Workshop on Regulatory Simplification for Local Governments (RS4LG) Project, through Negotiated 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 Fifty Seven Thousand Pesos Only (Php 57,000.00).

Deliverables:

A. Location

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

Deliverables:

B. DATE

The meals and snacks should be delivered on April 3-4, 2014. The arrival of guests on April 3, 2014 Check-in Time 2:00 pm, and departure of guests on April 4, 2014 and April 5 at 12:00 NN-Check out time.

C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least 31 participants with provision of separate workshop rooms, when needed for break out workshops.

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 April 3-4, 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. Check-in time for participants is at least 2:00 pm on April 3, 2014 and check-out time is 12:00 noon on April 4 and April 5, 2014;
3. Shall be sufficient to accommodate participants with the corresponding number of guests as shown in the attached matrix;
4. 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. Snacks shall be served at 9:30AM and 3:00 PM respectively. Lunch shall be ready before 12:00 noon. Dinner shall be served at 6:00 pm-8:00 pm.

MENU PLAN

DAY	BREAKFAST	SNACK (AM)	LUNCH	SNACK (PM)	DINNER
April 3, 2014	Filipino Meal (18 pax)	31 pax: Tuna Sandwich Pineapple juice (canned)	31 pax: Beef Nilaga Soup Fish Sweet and Sour Four Seasons Vegetables Fried Chicken Rice Fresh Fruits Softdrinks	31 pax: Dinuguan with Puto Softdrinks	31 pax: Fish Tinola Pork Adobo Chopsuey Rice Gelatin Softdrinks
April 4, 2014	COMPLIMENTARY (18 pax) Additional Filipino meal (9 pax)	31 pax: Lasagna Softdrinks	31 pax: Pork Sinlgang with Veggies Garlic Chicken Sotanghon Guisado Grilled Fish Rice Fruit Salad Softdrinks	31 pax: Suman with Mango Hot Choco	1 pax: A la carte
April 5, 2014	COMPLIMENTARY (1 pax):				

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 March 26, 2014 at 8:30 AM. 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 Ms. Jocelyn C. Jayoma, Head, BAC Secretariat at (085) 342-2134 or (085) 815-1299.


CHARISSA D. GUERTA
 Chairperson, BAC

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	April 3, 2014			
		- Breakfast	18		
		- AM Snacks	31		
		- PM Snacks	31		
		- Lunch	31		
		- Dinner	31		
		- Hotel Accommodation with complimentary Breakfast on April 4, 2014	18		
2	pax	April 4, 2014			
		- Breakfast (additional)	9		
		- AM Snacks	31		
		- Lunch	31		
		- PM Snacks	31		
		- Dinner	1		
		- Hotel Accommodation with complimentary Breakfast on April 5, 2014	1		

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