



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office XIII (Caraga)
1559 Km. 4, Libertad, Butuan City
Tel Nos. (085) 342 2045; FAD (085) 341 1976
Website: <http://caraga.dilg.gov.ph>; Email address: official@caraga.dilg.gov.ph



REQUEST FOR QUOTATION

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 Developing GPB Champion/Advocates among Women in Government Services & CSO Women Leaders on September 23-25, 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 Two Hundred Thirty One Thousand Six Hundred Pesos (**Php 231,600.00**).

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 September 23, 2014 until September 25, 2014. Arrival of guests will be on September 22, 2014 with check-in time at 12:00 noon. Departure of guests shall be on September 25, 2014 with check out time at 12:00 noon.

C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least **70** 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 September 23-25, 2014.



D. ROOM ACCOMODATION REQUIREMENTS:

1. At least 2-3 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 September 22, 2014 and check-out time is 12:00 noon on September 25, 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 a complimentary breakfast, Filipino meal (Rice as staple), for live-in participants (See food matrix Annex "A");
2. Shall follow menu plan for lunch and dinner and morning and afternoon snacks (See food matrix 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 **September 18, 2014 at 8:00 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.


CHARISSA J. GUERTA
Chairperson, BAC



Annex "A"

Item No.	Unit	Particulars	Qty
September 22, 2014			
1	Pax	Dinner: Rice, Seafood Soup, Beef w/ mushroom, Four Season, Sweet & Sour Fish, Fruits, Softdrinks	10
September 23, 2014			
2	Pax	Breakfast: Rice, Ampalaya w/ Egg, Tocino, Fruits, Orange Juice	Complimentary 10
3	Pax	AM Snacks: Lasagna w/ Bread and Ice Tea	70
4	Pax	Lunch: Rice, Pork Sinigang, Fish Kinilaw, Crab Meat w/ vegetables, Fried Chicken, Macaroni Salad, Softdrink	70
5	Pax	PM Snacks: Bihon w/ Bread, Siomai and Four season	70
6	Pax	Dinner: Rice, Butter Chicken, Grilled bangus, Seafood w/ vegetable, Sotanghon soup, Rice, Asstd. Fruits, Softdrinks	70
September 24, 2014			
7	Pax	Breakfast: Rice, Dried Fish, Champorado, Ham & Cheese Omellete, Juice	Complimentary 46
8	Pax	AM Snacks: Carbonara, Iced Tea, Garlic Bread	70
9	Pax	Lunch: Rice, Native Tinolang Manok, Sweet & Sour Fish, Pinakbet, Bihon, Buko Pandan, Softdrink	70
10	Pax	PM Snacks: Clubhouse Sandwich, Orange Juice, French Fries	70
11	Pax	Dinner: Rice, Tempura, Sinigang bangus, Pork Sinugba, Dabong Ginataan, Fruits, Iced Tea	70
September 25, 2014			
12	Pax	Breakfast: Rice, Beef Tapa, Pancakes, Sunny Side Up Egg, Juice	Complimentary 46
13	Pax	AM Snacks: Saging Minatamis, Cassava, Calamansi Juice	70
14	Pax	Lunch: Rice, Beef w/ Ampalaya, Chicken Curry, Fresh Lumpia, Chicken Sotanghon Soup, Fruit Salad, Softdrink	70
15	Pax	PM Snacks: Chicken Macaroni, Puto Cheese, Juice	70



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	PRICE
September 22, 2014				
1	Pax	Dinner	10	
2		Room Accomodation w/ Complimentary Breakfast	10	
September 23, 2014				
3		AM Snacks	70	
4		Lunch	70	
5		PM Snacks	70	
6		Dinner	70	
7		Room Accomodation w/ Complimentary Breakfast	46	
September 24, 2014				
8	Pax	AM Snacks	70	
9		Lunch	70	
10		PM Snacks	70	
11		Dinner	70	
12		Room Accomodation w/ Complimentary Breakfast	46	
September 25, 2014				
13		AM Snacks	70	
14		Lunch	70	
15		PM Snacks	70	

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

