



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 Assessment Workshop of LGU and Water Service Providers in Sibagat, Agusan del Sur 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 for the Contract of One Hundred Four Thousand Nine Hundred Pesos Only (**Php 104,900.00**).

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 23-26, 2014. Arrival of guests is on September 23, 2014 at 12:00 pm Check-in Time and departure of guests is on September 26, 2014 at 12:00 noon-Check out time.

C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least **32** 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 September 23-25, 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 12:00 pm on September 23, 2014 and check-out time is 12:00 noon on September 26, 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 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. Lunch shall be ready before 12:00 noon. Dinner shall be served at 6:00 pm-8:00 pm.

MENU PLAN

Item No.	Item Description	QTY	Unit
Tuesday, September 23, 2014			
1	AM Snacks- Burger with Chips and Juice	32	pax
2	Lunch- Fish Tinula, Beef Steak, Chicken w/ lemon Sauce, Four seasons vegetable, Rice, Fresj Fruits, Soft drinks	32	pax
3	PM Snacks- Suman w/ Mango, Hot Choco	32	pax
4	Dinner- Sliced Beef w/ Mushroom, Vegetables w/ crab meat, Fish w/ Oyster Sauce, Letchon Kawali, Rice, Mango Tapioca and Softdrinks	32	Pax
5	Accommodation	32	Pax
Wednesday, September 24, 2014			
1	Breakfast- Rice, Suny side up, Longganiza, Fresh Fruit, Coffee or Juice	Complimentary 32 pax	
2	AM Snacks- Spaghetti w/ toasted Bread and Juice	32	pax
3	Lunch- Shrimps sinigang, Breaded Pork chop, Fish Fillet, Chopsuey, Rice, Buko Pandan, Soft drinks	32	pax
4	PM Snacks- Carrot Cake and Juice	32	pax
5	Dinner- Native Chicken Tinula, Beef w/ Broccoli, Sotanghon Guisado, Crispy Pata, Rice, fresh fruits, Soft drinks	32	Pax

6	Accommodation	32	pax
Thursday, September 25, 2014			
1	Breakfast- Rice, Hard Boiled Egg, Fried Bangus, Fresh Fruit, Coffee or Juice	<i>Complimentary</i> 32 pax	
2	AM Snacks- Clubhouse Sandwich	32	pax
3	Lunch- Fish Tinula, Beef Steak, Fish Fillet, Chicken w/ Lemon, Rice, 4 season vegetables, Fresh Fruits, Soft drinks	32	pax
4	PM Snacks- Cheese Burger and Juice	32	Pax
5	Accommodation	2	pax
Friday, September 26, 2014			
1	Breakfast- Rice, Scrambled Egg, Tocino, Fresh Fruit, Coffee or Juice	<i>Complimentary</i> 2 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 **September 19, 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"

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	September 23, 2014			
		- AM Snacks	32		
		- Lunch	32		
		- PM Snacks	32		
		- Dinner	32		
		- Hotel Accommodation with complimentary Breakfast	32		
2	pax	September 24, 2014			
		- AM Snacks	32		
		- Lunch	32		
		- PM Snacks	32		
		- Dinner	32		
		- Hotel Accommodation with complimentary Breakfast	32		
3	pax	September 25, 2014			
		- AM Snacks	32		
		- Lunch	32		
		- PM Snacks	32		
		- Dinner	32		
		- Hotel Accommodation with complimentary Breakfast	2		

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