



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)
1559 Matimco Bldg., Km.4, Libertad, Butuan City
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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 Roll-Out Training on Vulnerability and Adaptation of Local Climate Change Action Plan (LCCAP)**, on **September 10-12, 2014 (Batch 1) and September 17-19 (Batch 2)**, through Negotiated Procurement in accordance with 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184 with an Approved Budget of Four Hundred Twenty Eight Thousand Four Hundred Pesos Only (**Php 428,400.00**).

Deliverables:

A. Location

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

B. DATE

For Batch 1 - The service should be delivered on September 10, 2014 until September 12, 2014. Arrival of guests will be on September 10, 2014 with check-in time at 12:00 noon. Departure of guests shall be on September 12, 2014 with check out time at 12:00 noon.

For Batch 2 - The service should be delivered on September 17, 2014 until September 19, 2014. Arrival of guests will be on September 17, 2014 with check-in time at 12:00 noon. Departure of guests shall be on September 19, 2014 with check out time at 12:00 noon.

C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least **69** 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 10-12, 2014 (Batch 1) and September 17-19, 2014 (Batch 2).

D. ROOM ACCOMODATION REQUIREMENTS:

1. At least 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 10, 2014 and check-out time is 12:00 noon on September 12, 2014 (Batch 1); and check-in time for participants is at least 12:00 noon on September 17, 2014 and check-out time is 12:00 noon on September 19, 2014 (Batch 2);
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 **September 01, 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 D. GUERTA
Chairperson, BAC

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CHARISSA D. GUERTA
Chairperson, BAC

Annex "A"

Item No.	Item Description	QTY	Unit
BATCH 01			
Wednesday, Sept. 10, 2014			
1	Breakfast- Rice, Scrambled Egg, Tocino, Fresh Fruit, Coffee or Juice	30	pax
2	AM Snacks- Club House and 4 Seasons Juice	69	pax
3	Lunch- Tinolang Manok, chop suey, fish fillet, adobong baboy, Rice, Fruit Salad, Soft drinks	69	pax
4	PM Snacks- Puto and Bibingka and soft drinks	69	pax
5	Dinner- Sinigang na Hipon, Beef steak with pineapple Chicken fillet, Pinakbet, fresh fruits, Soft drinks	69	pax
Thursday, September 11, 2014			
6	Breakfast- Rice, Sunny Side Up, Longganiza, Fresh Fruit, Coffee or Juice	Complimentary	
7	AM Snacks- Lasagna and Orange Juice	69	pax
8	Lunch- Rice, Potato Salad, Tinolang Isda, Humba, Chicken Pillow, Fruit Salad, Soft drinks	69	pax
9	PM Snacks- Toron and Iced Tea	69	pax
10	Dinner- Sinigang Isda, Kare-kare, Garlic Chicken, Adobong Kangkong, fresh fruits, Soft drinks	69	pax
Friday, September 12, 2014			
11	Breakfast - Rice, Fried Bangus, Hard boiled Egg, Fresh Fruits, Coffee pr Juice	Complimentary	pax
12	AM Snacks- Chocolate Mousse and Soft drinks	69	pax
13	Lunch- Tinolang Isda, Grilled Fish, Mushroom adobo, Beef afritada, buko cream, rice and soft drinks	69	pax
14	PM Snacks- Ham and Cheeze Burger and Soft drinks	69	pax
BATCH 02			
Wednesday, September 17, 2014			
15	Breakfast- Rice, Scrambled Egg, Tocino, Fresh Fruit, Coffee or Juice	30	pax
16	AM Snacks- Club House and 4 Seasons Juice	69	pax
17	Lunch- Tinolang Manok, chop suey, fish fillet, adobong baboy, Rice, Fruit Salad, Soft drinks	69	pax
18	PM Snacks- Puto and Bibingka and soft drinks	69	pax
19	Dinner- Sinigang na Hipon, Beef steak with pineapple Chicken fillet, Pinakbet, fresh fruits, Soft drinks		
Thursday, September 18, 2014			
20	Breakfast- Rice, Sunny Side Up, Longganiza, Fresh Fruit, Coffee or Juice	Complimentary	pax
20	AM Snacks- Lasagna and Orange Juice	69	pax
22	Lunch- Rice, Potato Salad, Tinolang Isda, Humba, Chicken Pillow, Fruit Salad, Soft drinks	69	pax
23	PM Snacks- Toron and Iced Tea	69	pax
24	Dinner- Sinigang Isda, Kare-kare, Garlic Chicken, Adobong Kangkong, fresh fruits, Soft drinks	69	pax
Friday, September 19, 2014			
25	Breakfast - Rice, Fried Bangus, Hard boiled Egg, Fresh Fruits, Coffee pr Juice	Complimentary	pax
26	AM Snacks- Chocolate Mousse and Soft drinks	69	pax
27	Lunch- Tinolang Isda, Grilled Fish, Mushroom adobo, Beef afritada, buko cream, rice and soft drinks	69	pax
28	PM Snacks- Ham and Cheeze Burger and Soft drinks	69	pax

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
		Batch 1 (September 10-12, 2014)		
1	Pax	Day 1 – breakfast, 2 snacks, lunch, dinner	30	
		– 2 snacks, lunch, dinner	69	
		Day 2 – 2 snacks, lunch, dinner	69	
		Day 3 – 2 snacks, lunch, dinner	69	
		Batch 2 (September 17-19, 2014)		
		Day 1 – breakfast, 2 snacks, lunch, dinner	30	
		– 2 snacks, lunch, dinner	69	
		Day 2 – 2 snacks, lunch, dinner	69	
		Day 3 – 2 snacks, lunch, dinner	69	
2	Pax	Accommodation for 4 days (3 pax per room with complimentary breakfast and extra room for secretariat)		
		Batch 1 – September 10-12, 2014	54	
		Batch 2 – September 17-19, 2014	54	

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