



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 Orientation on the Comprehensive Agreement of Bangsamoro on September 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 Thirty Four Thousand Seven Hundred Pesos Only (**Php 134,700.00**).

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 24-26, 2014. Arrival of guests is on September 24, 2014 at 2:00 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 **100** 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 25, 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. Free internet wi-fi connectivity;
3. Complimentary room accommodation for the secretariat;
4. Check-in time for participants is at least 2:00 pm on September 24, 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
Wednesday, September 24, 2014			
1	DINNER- Fish Tinola, Pork Chop, Pinakbet, Fresh Fruit, Rice	73	pax
Thursday, September 25, 2014			
2	Breakfast- Rice, Suny side up, Longganiza, Fresh Fruit, Coffee or Juice	Complimentary 73 pax	
3	AM Snacks- Spaghetti w/ toasted Bread and Juice	100	pax
4	Lunch- Beef Pochero, Sweet & Sour Fish, 4 Season Vegetables, Fruit Salad, Softdrink, Rice	100	pax
5	PM Snacks- Carrot Cake and Mango Juice	100	pax
6	Dinner- Fish Tinula, Lechon Kawali, Lumpiang Hubad Veggies, Fresh Fruits, Juice, Rice	4	Pax
Friday, September 26, 2014			
7	Breakfast- Rice, Dried Fish, Champorado, Ham & Cheese Omellete, Juice	Complimentary 4 pax	



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



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 18, 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 24, 2014			
		- Dinner	73		
		- Hotel Accommodation with complimentary Breakfast	73		
2	pax	September 25, 2014			
		- AM Snacks	100		
		- Lunch	100		
		- PM Snacks	100		
		- Dinner	4		
		- Hotel Accommodation with complimentary Breakfast	4		

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