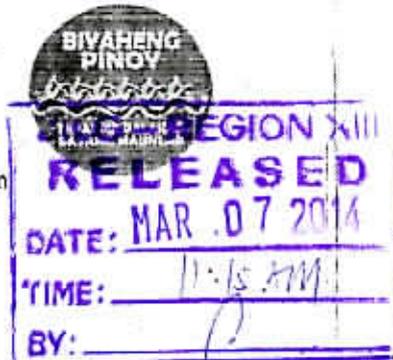




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)
1559 Matimco Bldg., Km.4, Libertad, Butuan City
Telefax. Nos. (085) 342-2134/815-1299
website: caraga.dilg.gov.ph; email address: dilgxiii@yahoo.com



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 Lease of Venue for Orientation on Volunteer and Citizenship Program, 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 Two Hundred Thousand, Eight Hundred Fifty Pesos Only (Php 200,850.00).

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 March 19-20, 2014 (whole day and night) and for the arrival of guests on March 18, 2014 at 2:00 pm Check-in Time, and departure of guests March 21, 2014 at 12:00 noon-Check out time.

C. CONFERENCE HALL/SPACE REQUIREMENT

The hall/venue must accommodate at least **64** 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 March 19-20, 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 March 18, 2014 and check-out time is 12:00 noon on March 21, 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

DAY	BREAKFAST	SNACK (AM)	LUNCH	SNACK (PM)	DINNER
March 18, 2014					45 persons: Grilled Bangus Chicken Adobo Rice Buko Pandan Cream Mushroom Soup Softdrinks
March 19, 2014	COMPLIMENTARY (45 pax): Fried Egg, Beef tapa, banana, Coffee/Milo Rice,	64 pax: Palabok with Toasted Bread Fruit Juice	64 pax: Fish Tinola Lumpia Shanghai Four Seasons Grilled Pork Liempo Rice Fruits Softdrinks	64 pax: Hotdog Sandwich Canned Juice	64 pax: Native Chicken tinola Barbecue Pork Pinakbet Bicol Express Rice Assorted Fruit Softdrinks
March 20, 2014	COMPLIMENTARY (45 pax): Fried Egg Fried Marinated Bangus papaya Coffee/Milo Rice,	64 pax: Spaghetti Slice Bread Chips (Side) Canned Juice	64 pax: Cream Corn Soup Pancit Canton Beef and Broccoli Garlic chicken Rice Macaroni Salad Softdrinks	64 pax: Clubhouse Sandwich Canned Juice	64 pax: Fish Kinilaw with Sinugbang Baboy Fish Tinola Humba Pork Crab meat with vegetables Rice Softdrinks Cake
March 21, 2014	COMPLIMENTARY (35 pax): Danggit Daeng, banana, Ampalaya with Egg, Coffee/Milo Rice				

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 17, 2014 at 8:30 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 **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	March 18, 2014			
		- Dinner	45		
		- Hotel Accommodation with complimentary Breakfast	45		
2	pax	March 19, 2014 (for Live-in Pax)			
		- AM Snacks	64		
		- Lunch	64		
		- PM Snacks	64		
		- Dinner	64		
		- Hotel Accommodation with complimentary Breakfast	45		
3	pax	March 20, 2014			
		- AM Snacks	64		
		- Lunch	64		
		- PM Snacks	64		
		- Dinner	64		
		- Hotel Accommodation with complimentary breakfast	35		

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