



## **NOTICE OF SMALL VALUE PROCUREMENT FOR LEASE OF VENUE**

The Department of the Interior and Local Government – Agusan del Norte Provincial Office, through its Bids and Awards Committee (BAC), invite interested parties to submit quotation for the **Lease of Venue** for the conduct of a **Two-day Training on “Operation LISTO Component 5 Roll Out Strategy of the LGU Disaster Preparedness Manual – WEMBOREE** , through Small Value 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 One Hundred Thirty Thousand Pesos Only (**Php 130,000.00**).

### **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 May 28, 2015 until May 29, 2015. Arrival of guests will be on May 28, 2015 with check-in time at 12:00 noon. Departure of guests shall be on May 29, 2015 with check out time at 12:00 noon.

#### **C. CONFERENCE HALL/SPACE REQUIREMENT**

The hall/venue must accommodate at least **106** 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 May 28 – 29, 2015

#### **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 May 28, 2015 and check-out time is 12:00 noon on May 29, 2015;



5. Shall be sufficient to accommodate participants with the corresponding number of guests as shown in the attached matrix;

#### **E. FOOD REQUIREMENTS**

- a. There should be complimentary breakfast, Filipino meal (Rice as staple), for live-in participants (See food matrix in Annex "A");
- b. Shall follow menu plan for lunch and dinner and morning and afternoon snacks (See food matrix in Annex "A");
- c. Water dispenser and glass always available at conference hall;
- d. Free flowing coffee (with cream and brown sugar) from morning to afternoon;
- e. 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 for **adjustment** (addition/reduction) on booking of food based on the actual number of participants present. Payment shall be based on the actual quantity of services delivered (per actual person).

DILG-ADN now invites legally, technically, and financially capable supplier to submit quotation for the catering services.

Quotations and documentary requirements (Annex B) must be delivered/submitted to the address below on or before **May 27, 2015 @ 8:00 AM**. Late proposals shall not be accepted.

**THE BID AND AWARDS COMMITTEE  
DILG PROVINCIAL OFFICE  
PROVINCE OF AGUSAN DEL NORTE  
CAPITOL COMPOUND, BUTUAN CITY**

The DILG – ADN 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. ORMELA MAE B. LAGAPA, Head, BAC Secretariat at (085) 341-3732.

SGD  
**ELLEN VEE P. CHUA**  
Chairperson, BAC



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**PROVINCIAL OFFICE**  
Province of Agusan del Norte  
Capitol Compound, Butuan City  
Tel No. (085) 341-3732



**Annex "A"**

Item No.	Item Description	Quantity	Unit
<b>DAY 1</b>			
<b>Thursday, May 28, 2015</b>			
1	<u>AM Snacks:</u> Pancakes, Puto Cheese and Hot Choco	100	pax
2	<u>Lunch:</u> Rice, TinolangManok, Chopsuey, Fish Fillet, Pork Humba, Fresh Fruit Salad and Softdrinks	100	pax
3	<u>PM Snacks:</u> Cheesy Bacon Burger and Ice Tea	100	pax
4	<u>Dinner :</u> Rice, Garlic Chicken, Tinolangsda, Beef Caldereta, Sauteed Mixed Vegetables, Buko Cream, Softdrinks and Rice	100	pax
<b>DAY 2</b>			
<b>Friday, May 29, 2015</b>			
1	<u>Breakfast:</u> Rice, Scrambled Egg, Tocino, Fried Bangus, Fresh Fruits and Coffee/Hot Choco	100	pax
2	<u>AM Snacks:</u> Chocolate Mousse, Fresh Mango Juice	100	pax
3	<u>Lunch:</u> Rice, Sweet and Sour Fish, Fried Chicken, Shrimp Sinigang, Chinese-Style Porkchop, AdobongKangkong, Buko Salad, Rice and Softdrinks/Bottled Mineral Water	100	pax
4	<u>PM Snacks:</u> Club House and Pineapple Juice in can	100	pax



**Annex "B"**

**PRICE QUOTATION FORM**

\_\_\_\_\_  
 Date

The Bids and Awards Committee  
 DILG - Provincial Office  
 Province of Agusan del Norte  
 Capitol Compound, 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
1	pax	<b>May 28, 2015</b> - AM Snacks - Lunch - PM Snacks - Dinner	100 100 100 100	
2	pax	<b>May 29, 2015</b> - Breakfast - AM Snacks - Lunch - PM Snacks	100 100 100 100	
<b>GRAND TOTAL</b>				

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