



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
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REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT OF GOODS AND SERVICES

RFQ No. 2015-001

The **Department of the Interior and Local Government - Region 13 (DILG-13)**, through its **Bids and Awards Committee (BAC)**, invites interested suppliers to submit their quotation for **Food and Accommodation during the conduct of the Regional Launching and Orientation on OPERATION LISTO: TAMANG PAGHAHANDA TAMANG AKSYON** on **January 29, 2015** with an Approved Budget for the Contract (ABC) of Seventy Three Thousand and Seven Hundred Pesos Only (**73,700.00**) which the entity will procure through Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Deliverables:

A. Location

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

B. DATE

The service should be delivered on January 29, 2015. Arrival of guests will be on January 28, 2015 with check-in time at 2:00 in the afternoon. Departure of guests shall be on January 30, 2015 with check out time at 12:00 noon.

C. CONFERENCE HALL/SPACE REQUIREMENT

The venue must accommodate at least 65 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 January 29, 2014.

D. ROOM ACCOMODATION REQUIREMENTS:

1. At most 3 persons 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 2:00 in the afternoon on January 28, 2015 and check-out time is 12:00 noon on January 30, 2015;
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 food and accommodation.

Sealed quotations and documentary requirements (Annex "B") must be delivered/submitted to the address below on or before **January 27, 2015 at 8:30 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

Annex "A"

Item No.	Item Description	QTY	Unit
	Wednesday, January 28, 2015		
1	Dinner- Sliced Beef w/ Mushroom, Vegetables w/ crab meat, Fish w/ Oyster sauce, Lechon Kawali, Softdrink	21	pax
2	Accommodation with Complimentary Breakfast for January 29, 2015	21	pax
	Thursday, January 29, 2015		
3	AM Snacks- Four Seasons Juice, Moist Chocolate Cake with Choco Frosting and Custard Filling	58	pax
4	Lunch – Rice, Shrimp Sinigang, Kare-kare, Chicken Adobo, Dessert, Softdrink	58	pax
5	PM Snacks- Softdrink, Lasagna with Garlic Bread	58	pax
6	Dinner- Rice, Tinolang Isda, Menudo, Vegetable Casserole, Dessert, Softdrink	58	pax
7	Accommodation with Complimentary Breakfast for January 30, 2015	21	pax

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
1	Pax	Dinner	21	
2	Pax	Accommodation with Complimentary Breakfast	21	
3	Pax	AM Snacks	58	
		Lunch	58	
		PM Snacks	58	
		Dinner	58	
4	Pax	Accommodation with Complimentary Breakfast	21	

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