



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. 2015-010

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 DILG 13 Local Government Operations Officers' Summit 2015: Scaled-up Performance and Commitment** with an Approved Budget for the Contract (ABC) of Two Hundred Forty-Eight Thousand and Fifty Pesos Only (**P248,050. 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 March 25, 2015. Arrival of guests will be on March 25, 2015 with check-in time at 12:00 noon. Departure of guests shall be on March 27, 2015 with check out time at 12:00 noon.

C. Item Requirements:

The venue must accommodate at least **130** 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 March 25-26, 2015.

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 12:00 noon on March 25, 2015 and check-out time is 12:00 noon on March 27, 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 **March 20, 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
March 25, 2015 (Wednesday)			
1	Breakfast – Rice, Longganisa, Omelet, Fruits and Orange Juice	83	Pax
2	A.M. Snacks – Lasagna with Bread and Iced Tea	123	Pax
3	Lunch – Pork Sinigang, Fish Kinilaw, Crab Meat with Vegetables, Fried Chicken, Rice, Macaroni Salad and Softdrink	123	Pax
4	P.M. Snacks – Bihon with Bread Four Seasons and Siomai	123	Pax
5	Dinner – Buttered Chicken, Grilled Bangus, Seafood with Vegetable, Sotanghon Soup, Rice, Assorted Fruit and Softdrink	123	Pax
March 26, 2015 (Thursday)			
6	Breakfast – Rice, Ampalaya with Egg, Tocino, Fruits and Orange Juice	123	Pax
7	A.M. Snacks – Carbonara, Iced Tea, Garlic Bread	123	Pax
8	Lunch – Tinola Manok (native), Sweet & Sour Fish, Pinakbet, Bihon, Rice, Buko Pandan and Softdrink	123	Pax
9	P.M. Snacks – Clubhouse Sandwich, Orange Juice and French Fries	123	Pax
10	Dinner – Tempura, Sinigang Bangus, Pork Sinugba, Dabong Ginataan with Shrimp, Rice, Fruits and Iced Tea	20	Pax
March 27, 2015 (Friday)			
11	Breakfast – Dried Fish, Ham, Rice, Tortang Talong and Juice	15	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	Breakfast	83	
		AM Snacks	123	
		Lunch	123	
		PM Snacks	123	
		Dinner	123	
2	Pax	Breakfast	40	
		Breakfast	83	Complementary
		AM Snacks	123	
		Lunch	123	
		PM Snacks	123	
		Dinner	20	
3	Pax	Breakfast	15	

GRAND TOTAL =====

For eligibility consideration, bidder is requested to submit the following: (i) Mayor's Permit; (ii) DTI or SEC Registration Certificate; and (iii) PhilGEPS Registration, **together with this price quotation form.**

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