



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: official@caraga.dilg.gov.ph



**REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT OF GOODS AND SERVICES**

RFQ No. 2015-014-A

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 **Catering Services during the conduct of Trainings on Community-Based Disaster Risk Reduction and Management (CBDRRM) for Barangay Disaster Risk Reduction and Management Councils (BDRRMCs) of Selected Barangays in Dinagat Islands** with an Approved Budget for the Contract (ABC) of Two Hundred Ninety-Seven Thousand Pesos Only (**P297,000. 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 within the Municipalities of Loreto, San Jose and Cagdianao all in the Province of Dinagat Islands on the specified dates below.

B. DATE

The service should be delivered on June 9-11, 2015, July 1-3, 2015 and July 7-9, 2015.

C. ITEM REQUIREMENTS:

The services shall be delivered at the venue identified by the LGU:

Item No.	Unit	Item Description	Total Cost
1	Lot	Meals and Snacks 3 days on June 9-11, 2015 in Loreto, Dinagat Islands	Php99,000.00
2	Lot	Meals and Snacks 3 days on July 1-3, 2015 in San Jose, Dinagat Islands	Php99,000.00
3	Lot	Meals and Snacks 3 days on July 7-9, 2015 in Cagdianao, Dinagat Islands	Php99,000.00

The service provider may quote for a specific Lot or any Lot or all Lots.

D. FOOD REQUIREMENTS:

1. Shall follow menu plan for breakfast, lunch and dinner and morning and afternoon snacks (See food matrix in Annex "A");
2. Water dispenser and glass always available at conference hall;
3. Free flowing coffee (with cream and brown/white sugar) from morning to afternoon;
4. 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.

E. PAYMENT ARRANGEMENT:

The DILG may request the supplier **adjustment (addition and 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). Further, payment shall be done after the conduct of each activity.

DILG 13 now invites legally, technically, and financially capable lessor to submit quotation for the food.

Sealed quotations and documentary requirements (Annex "B") must be delivered/submitted to the address below on or before **May 26, 2015 at 3:30 PM**. 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"

Batch 1 (June 9-11, 2015), Batch 2 (July 1-3, 2015) and Batch 3 (July 7-9, 2015)

Item No.	Item Description	QTY	Unit
Day 1 (June 9, July 1 and July 7, 2015)			
1	Breakfast – Rice, fried egg, marinated fried bangus, fruits with soft drinks	60	Pax
2	A.M. Snacks – Chicken Sandwich with Ice Tea	60	Pax
3	Lunch – Rice, chicken curry, vegetable, fried fish, fruits with soft drinks	60	Pax
4	P.M. Snacks – Egg pie with fit 'n right	60	Pax
Day 2 (June 10, July 2 and July 8, 2015)			
5	Breakfast – Rice, steam shrimp, breaded fish fillet, fresh fruit cuts with soft drinks	60	Pax
6	A.M. Snacks – Hamburger with juice	60	Pax
7	Lunch – Rice, beef steak, fried chicken, fish paksiw, sliced pineapple with soft drinks	60	Pax
8	P.M. Snacks – Ham and Cheese Sandwich with juice	60	Pax
Day 3 (June 11, July 3 and July 9, 2015)			
9	Breakfast – Rice, chorizo, spicy scrambled egg, fresh fruit cuts with soft drinks	60	Pax
10	A.M. Snacks – Egg pie with C2	60	Pax
11	Lunch – Rice, native chicken tinola, fried fish, chopsuey, fresh fruits with soft drinks	60	Pax
12	P.M. Snacks – Cheeseburger with juice	60	Pax

Annex "B"

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
Batch 1 (June 9-11, 2015)				
1	Lot	Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	
		Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	
		Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	

GRAND TOTAL

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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

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
Batch 2 (July 1-3, 2015)				
2	Lot	Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	
		Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	
		Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	

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.**

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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
Batch 3 (July 7-9, 2015)				
3	Lot	Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	
		Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	
		Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	

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)

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Very truly yours,

Name/Signature of Representative

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