



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Region XIII (CARAGA REGION)**

**MATIMCO Bldg., Km. 4, Libertad, Butuan City**  
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**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT OF GOODS AND SERVICES**

**RFQ No. 2015-021**

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 **Meals and Accommodation during the conduct of Mid-Year Assessment and Strategic Planning for the 2<sup>nd</sup> Semester of FY 2015 on Locally-Funded Projects** with an Approved Budget for the Contract (ABC) of One Hundred Fifteen Thousand and Fifty Pesos Only (**P115,050. 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 within the Municipality of Marihatag, Surigao del Sur.

**B. DATE**

The service should be delivered on June 26-27, 2015.

**C. CONFERENCE HALL/SPACE REQUIREMENT**

The venue must accommodate at least **55** 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) Hall usage on June 26, 2015.

**D. ROOM ACCOMODATION REQUIREMENTS:**

1. At most 3 persons in a room; fully air-conditioned with toilet and bathroom with complimentary soap, shampoo and towel;
2. Complimentary room accommodation for the secretariat;
3. Check-in time for participants is at least 2:00 in the afternoon on June 26, 2015 and check-out time is 12:00 noon on June 27, 2015;
4. Shall be sufficient to accommodate participants with the corresponding number of guests as shown in the attached matrix;
5. Billeting of participants should be within the hotel premises;

**E. 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.

**F. 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 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 **June 25, 2015 at 8:30 A.M.** 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
<b>Day 1 (June 26, 2015)</b>			
1	Breakfast – Rice, Scrambled Egg, Marinated Fried Bangus, Fruits with Soft Drinks	59	Pax
2	A.M. Snacks – Chicken Sandwich with Ice Tea	59	Pax
3	Lunch – Rice, Chicken Curry, Sinugba nga Tuna Panga/Belly, Itlog Maalat with Tomato Salad, Fruits with Soft Drinks	59	Pax
4	P.M. Snacks – Chocolate Cake with Fit 'n Right	59	Pax
5	Dinner - Buttered Chicken, Sinuglaw nga Tangepue, Seafood with Vegetable, Tinola (Freshly Caught Fish), Rice, Assorted Fruits and Softdrink	59	Pax
<b>Day 2 (June 27, 2015)</b>			
5	Breakfast – Rice, Eggs Sunny-side-up, Sausage/Longganisa, Fresh Fruit cuts with Soft Drinks	59	Pax
6	A.M. Snacks – Hamburger with Juice	59	Pax
7	Lunch – Rice, Calamares, Fried Chicken, Fish Paksiw, Sliced Pineapple with Soft Drinks	59	Pax
8	P.M. Snacks – Ham and Cheese Sandwich with Juice	59	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	59	
		AM Snacks	59	
		Lunch	59	
		PM Snacks	59	
		Dinner	59	
		Accommodation	59	
2	Pax	Breakfast	59	
		AM Snacks	59	
		Lunch	59	
		PM Snacks	59	

**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