



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

**RFQ No. 2015-022**

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 PAMANA-DILG Fund Partners Forum Year 3** with an Approved Budget for the Contract (ABC) of One Hundred Twenty Thousand Pesos Only (**P120,000. 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 in Butuan City and accessible to the commuting public.

**B. DATE**

The service should be delivered on July 2-3, 2015.

**C. ITEM REQUIREMENTS:**

The venue must accommodate at least **70** 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 July 2-3, 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 12:00 noon on July 2, 2015 and check-out time is 12:00 noon on July 3, 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 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 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). Further, payment shall be done after the conduct of the activity.

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 **June 26, 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
<b>July 2, 2015 (Thursday)</b>			
1	A.M. Snacks – Submarine Sandwich and Pineapple Juice	60	Pax
2	Lunch – Pork Sinigang, Chicken Pillow with Sauce, Seafood Vegetable, Bam-i, Rice, Buko Pandan and Softdrink	60	Pax
3	P.M. Snacks – Tuna Sandwich and Four Season Juice	60	Pax
4	Dinner – Beef with Broccoli, Crispy Pata, Ensaladang Puso, Rice, Mango Float and Softdrink	60	Pax
<b>July 3, 2015 (Friday)</b>			
5	Breakfast – Boneless Danggit, Scrambled Egg, Coffee/Juice, Rice and Fresh Fruit	60	Pax
6	A.M. Snacks – Lasagna and Ice Tea	60	Pax
7	Lunch – Beef Pochoero, Baked Tahong with Butter & Cheese, Grilled Pork Belly, Fresh Lumpia with Sauce, Rice, Maja Blanca and Softdrink	60	Pax
8	P.M. Snacks – Ham & Cheese Burger and Fruit Juice	60	Pax
9	Dinner - Buttered Chicken, Sinuglaw nga Tangepue, Seafood with Vegetable, Tinola (Freshly Caught Fish), Rice, Assorted Fruits and Softdrink	60	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		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	
		Dinner	60	
		Accommodation	60	
2	Pax	Breakfast	60	
		AM Snacks	60	
		Lunch	60	
		PM Snacks	60	
		Dinner	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)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company