



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT OF GOODS AND SERVICES

RFQ No. 2015-029

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 the **Meals and Accommodation during the conduct of the Two Batches of Geographic Information System (GIS) Training** with an Approved Budget for the Contract (ABC) of Two Hundred Seventy-Five Thousand Two Hundred Eighty Pesos Only (**P275,280. 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:

Batch 1 – August 12-14, 2015

Batch 2 – August 16-19, 2015

C. ITEM REQUIREMENTS:

The venue must accommodate at least **40** 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 outlets/charge and extension wires for LCD projector and 40 laptops;
- 10) 24-Hour presence of security guards in the vicinity
- 11) Hall usage on August 12-14, 2015 and August 16-19, 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 of the 1st Batch is at least 12:00 noon on August 12, 2015 and check-out time is 12:00 noon on August 14, 2015;
4. Check-in time for participants of the 2nd Batch is at least 12:00 noon on August 16, 2015 and check-out time is 12:00 noon on August 19, 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. 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) and hot chocolate or milk 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 **August 5, 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"

Batch 1

Item No.	Item Description	QTY	Unit
Day 1: August 12, 2015 (Wednesday)			
1	Breakfast – Rice, fried egg, marinated fried bangus, fruits with soft drinks	33	Pax
2	A.M. Snacks – chicken tuna sandwich with canned Juice	39	Pax
3	Lunch – soup (<i>appetizer</i>), Ham and chicken rolls, tuna fish fillet, beef with oyster sauce, mango-buko pandan salad (<i>dessert</i>), w/ softdrinks	39	Pax
4	P.M. Snacks – ham and cheese sandwich with chips w/ softdrinks	39	Pax
5	Dinner – soup (<i>appetizer</i>), four seasons, hot and spicy fried chicken, beef kare-kare, sweet fruit salad with pandan strips (<i>dessert</i>), w/ softdrinks	39	Pax
Day 2: August 13, 2015 (Thursday)			
6	Breakfast – Boneless Danggit, Scrambled Egg, Coffee/Juice, Rice and Fresh Fruit	33	Pax
7	A.M. Snacks – Budbod with mango and tsokolate (<i>sikwate</i>) with Sunkist pulpy bottled juice	39	Pax
8	Lunch – Mushroom soup with hardboiled egg (<i>appetizer</i>), Tuna escabeche, beef caldereta, beef broccoli, fresh fruits (<i>dessert</i>), w/ softdrinks	39	Pax
9	P.M. Snacks – Palabok with break w/ softdrinks	39	Pax
10	Dinner - soup (<i>appetizer</i>), garlic chicken, grilled fish, Mongolian spareribs, buko-mango sago, w/ softdrinks	39	Pax
Day 3: August 14, 2015 (Friday)			
11	Breakfast – Rice, chorizo, spicy scrambled egg, fresh fruit cuts with soft drinks	33	Pax
12	A.M. Snacks – chicken tuna sandwich with canned Juice	39	Pax
13	Lunch – soup (<i>appetizer</i>), tuna/lapu-lapu fish tinola, beef w/ pineapple sauce, Hawaiian porkchop, fruit salad (<i>dessert</i>)	39	Pax
14	P.M. Snacks – chicken hotdog sandwich w/ canned juice	39	Pax
15	Dinner - soup (<i>appetizer</i>), pinakbet, grilled tuna belly, beef kaldereta, Sweet fruit salad (<i>dessert</i>), w/ softdrinks	39	Pax

Batch 2

Item No.	Item Description	QTY	Unit
Day 0: August 16, 2015 (Sunday)			
1	Dinner – soup (appetizer), squid rolls w/ broccoli, Pork chop w/ sauce, fried tuna fish fillet, fresh fruits (dessert), w/ softdrinks	34	Pax
Day 1: August 17, 2015 (Monday)			
2	Breakfast – Boneless Danggit, Scrambled Egg, Coffee/Juice, Rice and Fresh Fruit	34	Pax
3	A.M. Snacks – chicken tuna sandwich with canned Juice	40	Pax
4	Lunch – egg drop soup (<i>appetizer</i>), MTK (Mushroom, Tokwa & Kangkong), tuna fish fillet, beef with oyster sauce, mango-buko pandan salad (<i>dessert</i>), w/ softdrinks	40	Pax
5	P.M. Snacks – ham and cheese sandwich with chips w/ softdrinks	40	Pax
6	Dinner - soup, four seasons, beef kare-kare, fish tinola sweet fruit salad with pandan strips (<i>dessert</i>), w/ softdrinks	40	Pax
Day 2: August 18, 2015 (Tuesday)			
7	Breakfast – Rice, chorizo, spicy scrambled egg, fresh fruit cuts with soft drinks	34	Pax
8	A.M. Snacks – Budbod with mango and tsokolate (<i>sikwate</i>) with Sunkist pulpy bottled juice	40	Pax
9	Lunch – Mushroom soup with hardboiled egg (<i>appetizer</i>), Tuna escabeche, pork adobo, beef broccoli, fresh fruits (<i>dessert</i>) , w/ softdrinks	40	Pax
10	P.M. Snacks – Palabok with break w/ softdrinks	40	Pax
11	Dinner - soup (appetizer), beef with ampalaya, garlic chicken, grilled fish, Mongolian spareribs, buko-mango sago, w/ softdrinks	40	Pax
Day 3: August 19, 2015 (Wednesday)			
12	Breakfast – Rice, chorizo, spicy scrambled egg, fresh fruit cuts with soft drinks	34	Pax
13	A.M. Snacks – chicken tuna sandwich with canned Juice	40	Pax
14	Lunch – Sotanghon (<i>appetizer</i>), tuna/lapu-lapu fish tinola, beef w/ pineapple sauce, fish fillet sweet and sour, fruit salad (<i>dessert</i>)	40	Pax
15	P.M. Snacks – chicken hotdog sandwich w/ canned juice	40	Pax
16	Dinner - soup (appetizer), pinakbet, grilled tuna belly, chicken and pork barbeque, Sweet fruit salad (<i>dessert</i>) , w/ softdrinks	40	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
Batch 1				
1	Pax	AM Snacks	39	
		Lunch	39	
		PM Snacks	39	
		Dinner	39	
		Accommodation with complimentary breakfast	33	
2	Pax	AM Snacks	39	
		Lunch	39	
		PM Snacks	39	
		Dinner	39	
		Accommodation with complimentary breakfast	33	
3	Pax	AM Snacks	39	
		Lunch	39	
		PM Snacks	39	
		Dinner	39	
		Accommodation with complimentary breakfast	33	
Batch 2				
4	Pax	Dinner	34	
		Accommodation with complimentary breakfast	34	
5	Pax	AM Snacks	40	
		Lunch	40	
		PM Snacks	40	
		Dinner	40	
		Accommodation with complimentary breakfast	34	
6	Pax	AM Snacks	40	
		Lunch	40	
		PM Snacks	40	
		Dinner	40	
		Accommodation with complimentary breakfast	34	

7	Pax	AM Snacks	40	
		Lunch	40	
		PM Snacks	40	
		Dinner	40	
		Accommodation with complimentary breakfast	34	

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