



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. 2015-012

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 Orientation-Workshop on Regulatory Simplification for Local Governments (RS4LG)** with an Approved Budget for the Contract (ABC) of Fifty-Seven Thousand Pesos Only (**P57,000. 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 April 27-28, 2015. Arrival of guests will be on April 27, 2015 with check-in time at 12:00 noon. Departure of guests shall be on April 29, 2015 with check out time at 12:00 noon.

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 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 April 27-28, 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 April 27, 2015 and check-out time is 12:00 noon on April 29, 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) 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 **April 20, 2015 at 10:30 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
April 27, 2015 (Thursday)			
1	Breakfast – Longganisa, Tortang Talong, Fruits, Rice and Hot Chocolate	18	Pax
2	A.M. Snacks – Burger, Fries and Softdrinks	31	Pax
3	Lunch – Pork Sinigang, Fish Kinilaw, Crab Meat with Vegetables, Fried Chicken, Rice, Macaroni Salad and Softdrink	31	Pax
4	P.M. Snacks – Baked Spaghetti, Siomai and Four Season Juice	31	Pax
5	Dinner – Buttered Chicken, Grilled Bangus, Seafood with Vegetable, Sotanghon Soup, Rice, Assorted Fruit and Softdrink	31	Pax
April 28, 2015 (Friday)			
6	Breakfast – Ampalaya with Egg, Rice, Tocino, Fruits and Orange Juice	27	Pax
7	A.M. Snacks – Carbonara, Iced Tea and Garlic Bread	31	Pax
8	Lunch – Tinola Manok (Native), Sweet and Sour Fish, Pinakbet, Bihon, Rice, Buko Pandan, and Softdrink	31	Pax
9	P.M. Snacks – Chocolate Cake, Revel Bars and Orange Juice	31	Pax
10	Dinner – Tempura, Sinigang Bangus, Pork Sinugba, Dabong Ginataan with Shrimp, Rice, Fruits and Iced Tea	1	Pax
April 29, 2015 (Saturday)			
11	Breakfast – Dried Fish, Ham, Rice, Egg & Cheese Omelet and Juice	1	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
		Breakfast	18	
		AM Snacks	31	
		Lunch	31	
1	Pax	PM Snacks	31	
		Dinner	31	
		Room Accommodation with Complimentary Breakfast	18	
2	Pax	Breakfast	9	
		Breakfast	18	Complimentary
		AM Snacks	31	
		Lunch	31	
		PM Snacks	31	
		Dinner	1	
		Room Accommodation with Complimentary Breakfast	1	

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, unless you have submitted these documents in your earlier quotations with us.**

(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