



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-___

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 Program Orientation on DILG-Administered CY 2015 Bottom-up Budgeting Projects and its Implementing Guidelines (MC 2015-45) with an Approved Budget for the Contract (ABC) of Three Hundred Ten Thousand Seven Hundred Pesos Only (**P310,700. 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 June 2-5, 2015. Arrival of guests will be on June 2, 2015 with check-in time at 2:00 p.m. Departure of guests shall be on June 5, 2015 with check out time at 12:00 noon.

C. ITEM REQUIREMENTS:

The venue must accommodate at least 145 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 June 3-4, 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 2:00pm on June 2, 2015 and check-out time is 12:00 noon on June 5, 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 **June 1, 2015 at 8:00 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.

(sgd) CHARISSA D. GUERTA
Chairperson, BAC

Annex "A"

Item No.	Item Description	QTY	Unit
June 2, 2015 (Tuesday)			
1	Dinner – Tuna Sinugba, Chicken Curry, Vegetable Casserole, Rice, Fresh Fruit Salad, Softdrinks	44	Pax
June 3, 2015 (Wednesday)			
2	Breakfast – Tomato and Maalat Egg Salad, Tocino, Coffee/Juice, Rice, Fresh Fruit	145	Pax
3	A.M. Snacks – Submarine Sandwich, Pineapple Juice	145	Pax
4	Lunch – Pork Sinigang, Chicken Pillow with Sauce, Seafoods Vegetable, Bam-I, Rice, Buko Pandan, Softdrinks	145	Pax
5	P.M. Snacks – Tuna Sandwich, Four Season Juice	145	Pax
6	Dinner – Beef with Broccoli, Crispy Pata, Ensaladang Puso, Rice, Mango Float, Softdrinks	76	Pax
June 4, 2015 (Thursday)			
7	Breakfast – Boneless Danggit, Scrambled Egg, Coffee/Juice, Rice, Fresh Fruit	144	Pax
8	A.M. Snacks – Lasagna, Iced Tea	144	Pax
9	Lunch – Beef Pochero, Baked Tahong with Butter and Cheese, Grilled Pork Belly, Fresh Lumpia with Sauce, Rice, Maja Blanca, Softdrinks	144	Pax
10	P.M. Snacks – Ham and Cheese Burger, Fresh Fruit Juice	144	Pax
11	Dinner – Buffalo Wings, Beef Steak with Pineapple, Four Season vegetable, Sotanghon, Rice, Window Cathedral, Softdrinks	20	Pax
June 5, 2015 (Friday)			
12	Breakfast – Fried Egg (Sunny Side Up), Corned Beef, Coffee/Juice, Rice, Fresh Fruit	2	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
June 2, 2015				
1	Pax	Triple sharing room accommodation	44	
2	Pax	Dinner	44	
June 3, 2015				
3	Pax	Conference Hall and Breakfast	145	
4	Pax	Conference Hall and AM Snacks	145	
5	Pax	Conference Hall and Lunch	145	
6	Pax	Conference Hall and PM Snacks	145	
7	Pax	Conference Hall and Dinner	76	
8	Pax	Triple sharing room accommodation	64	
June 4, 2015				
9	Pax	Conference Hall and Breakfast	144	
10	Pax	Conference Hall and AM Snacks	144	
11	Pax	Conference Hall and Lunch	144	
12	Pax	Conference Hall and PM Snacks	144	
13	Pax	Conference Hall and Dinner	20	
14	Pax	Triple sharing room accommodation	2	
June 5, 2015				
15	Pax	Breakfast	2	

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, 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