



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: dilgxiii@yahoo.com



## **NOTICE OF NEGOTIATED PROCUREMENT FOR LEASE OF VENUE**

The **Department of the Interior and Local Government - Region 13 (DILG-13)**, through its **Bids and Awards Committee (BAC)**, invite interested parties to submit quotation for **Lease of Venue for the Seminar on Government Procurement and Bidding Process on September 8-9, 2014**, through Negotiated Procurement in accordance with 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184 with an Approved Budget for the Contract of Eighty Three Thousand Two Hundred Pesos Only (**Php 83,200.00**).

### **Deliverables:**

#### **A. LOCATION**

The location of the lease venue shall be in Butuan City and accessible to the commuting public.

#### **B. DATE**

The service should be delivered on September 8, 2014 (whole day and night) and for the arrival of guests on September 8, 2014 at 2:00 pm Check-in Time, and departure of guests September 9, 2014 at 12:00 noon-Check out time.

#### **C. CONFERENCE HALL/SPACE REQUIREMENT**

The hall/venue must accommodate at least **42** 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) Design backdrop and welcome streamer (Tarpaulin design to be supplied by the Procuring Entity)
- 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 (for at least 5 laptop units);
- 10) Stand-by power generator (in case of power failure);
- 11) Free Wifi connectivity
- 12) Hall usage on September 8-9, 2014

#### D. ROOM ACCOMODATION REQUIREMENTS:

1. Atleast 3 to 4 pax in a room; fully air-conditioned with television; toilet and bathroom with complementary soap. Shampoo and toothpaste, towel;
2. Free internet wi-fi connectivity;
3. Complimentary room accommodation for the secretariat;
4. Check-in time for participants is at least 2:00 pm on September 8, 2014 and check-out time is 12:00 noon on September 9, 2014;
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. There should be complimentary breakfast, Filipino meal (Rice as staple), for live-in participants (See food matrix below for details);
2. Shall follow menu plan for lunch and dinner and morning and afternoon snacks (See food matrix below for details);
3. Water dispenser and glass always available at conference hall;
4. Free flowing coffee (with cream and brown sugar) from morning to afternoon;
5. 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.

#### MENU PLAN

Item No.	Item Description	QTY	Unit
<b>Monday, September 08, 2014</b>			
1	Breakfast- Rice, Scrambled Egg, Tocino, Fresh Fruit, Coffee or Juice	Complimentary 20 pax	
2	AM Snacks- Burger with Chips and Juice	42	pax
3	Lunch- Fish Tinula, Beef Steak, Chicken w/ lemon Sauce, Four seasons vegetable, Rice, Fruits, Soft drinks	42	pax
4	PM Snacks- Suman, Hot Choco	42	pax
5	Dinner- Native Chicken Tinula, Vegetables w/ crab meat, Rice, Fruits and Softdrinks	42	Pax
<b>Tuesday, September 09, 2014</b>			
1	Breakfast- Rice, Suny side up, Longganiza, Fresh Fruit, Coffee or Juice	Complimentary 20 pax	
2	AM Snacks- Spaghetti w/ toasted Bread and Juice	42	pax
3	Lunch- Shrimps sinigang, Breaded Pork chop, Fish Fillet, Rice, Buko Pandan, Soft drinks	42	pax
4	PM Snacks- Ham and Cheese and Juice	42	pax
5	Dinner- Fish Tinula, Beef steak with pineapple, Pinakbet, fresh fruits, Soft drinks	42	Pax

**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).

DILG 13 now invites legally, technically, and financially capable lessor to submit quotation for the Lease of Venue.

Quotations and documentary requirements (Annex "A") must be delivered/submitted to the address above on or before **September 01, 2014 at 8:00 a.m.** Late proposal shall not be accepted.

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"

**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	Unit Cost	Total Cost
1	pax	September 08, 2014			
		- AM Snacks	42		
		- Lunch	42		
		- PM Snacks	42		
		- Dinner	42		
		- Hotel Accommodation with complimentary Breakfast	20		
2	pax	September 09, 2014			
		- AM Snacks	42		
		- Lunch	42		
		- PM Snacks	42		
		- Dinner	42		
		- Hotel Accommodation with complimentary Breakfast	20		

**GRAND TOTAL**

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Bidder with the lowest quotation shall submit the following: (i) Mayor's Permit; (ii) DTI or SEC Registration Certificate; and (iii) PhilGEPS Registration.

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