



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 Orientation on JMC 4, Series of 2013 for LPRAT members of Regions 10 and 13 on September 13, 2013**, 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 One Hundred Thirty Thousand Pesos (Php130,000.00).

Deliverables:

A. Location

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

B. Conference Hall/Space Requirement

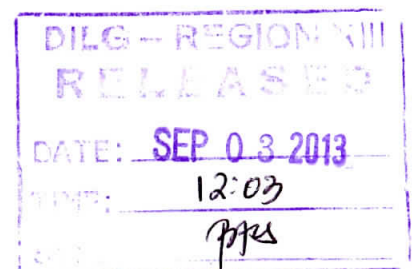
The hall/venue must accommodate at least 85 participants.

Must have the following amenities:

- 1) Table and chair arrangement for participants and presidential table;
- 2) Information table; Philippine Flag; podium
- 3) Air-conditioned;
- 4) Adequate lighting and sound system, with at least three (3) functional wired/wireless microphones;
- 5) Power outlet/charge for LCD projector and laptop;
- 6) Projector screen and whiteboard; and
- 7) Free Wifi

C. Food Requirements

September 12, 2013



45 pax – dinner (fried chicken, vegetables, fish fillets and fruit)

September 13, 2013

85 pax – morning snacks (tuna sandwich, (wheat bread) and buko juice)

– Lunch (vegetables, fish soup, beef with mushrooms, grilled fish, fruits and soft drinks,

– Afternoon snacks (carrot cake and Del Monte canned juice

45 pax – Dinner (vegetables, pork steak, fish and fruits)

D. Accommodation (Aircon)

September 12, 2013: 45 persons @ 4pax/room with breakfast for September 13 and 14, 2013

DILG 13 now invites legally, technically, and financially capable supplier to submit quotation for the Lease of Venue for the **Orientation on JMC 4, Series of 2013 for LPRAT members of Regions 10 and 13.**

Quotations and documentary requirements (Annex "A") may must be delivered/submitted to the address above on or before **September 11, 2013 at 9:00 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. Anthony P. Vitor**, 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	Dinner and accommodation (4pax/room) (September 12, 2013)	45		
2	pax	lunch, AM and P.M. snacks (Sept. 13, 2013)	85		
3	pax	Room accommodation with breakfast (4pax/room) (Sept. 13 and 14, 2013)	45		

GRAND TOTAL

=====

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

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