



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



REQUEST FOR QUOTATION

SMALL VALUE PROCUREMENT OF GOODS AND SERVICES

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 Training Workshop in the Formulation of Local Climate Change Action Plan (LCCAP) on October 29-31, 2014** with an Approved Budget for the Contract (ABC) of One Hundred Nine Thousand Seven Hundred Seventy-Five Pesos Only (**Php 109,775.00**) 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 location of the venue shall be in Butuan City and accessible to the commuting public.

B. DATE

The service should be delivered on October 29 to 31, 2014. Arrival of guests will be on October 29, 2014 with check-in time at 12:00 noon. Departure of guests shall be on October 31, 2014 with check out time at 12:00 noon.

C. CONFERENCE HALL/SPACE REQUIREMENT

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 October 29 to 31, 2014.**

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 October 29, 2014 and check-out time is 12:00 noon on October 31, 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 in Annex "A");
2. Shall follow menu plan for lunch and dinner and morning and afternoon snacks (See food matrix in Annex "A");
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.

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 food and accommodation.

Sealed quotations and documentary requirements (Annex "B") must be delivered/submitted to the address below on or before **October 16, 2014 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"

Item No.	Item Description	QTY	Unit
	Wednesday, October 29, 2014		
1	Breakfast – Rice, Egg, Longganisa, Coffee, Fruit	37	pax
2	AM Snacks – Four Seasons Juice, Spaghetti with Bread	37	pax
3	Lunch – Rice, Tinola na Isda, Eggplant Salad, Humba, Dessert, Softdrink	37	pax
4	PM Snacks – Tea, Ham and Egg Sandwich	37	pax
5	Dinner – Rice, Pork Sinigang, Ginataang dabong with Shrimp, Chicken Adobo, Dessert, Softdrink	37	pax
6	Accommodation with Complimentary Breakfast	30	pax
	Thursday, October 30, 2014		
7	Breakfast- Rice, Egg, Bangus, Coffee, Fruit	Complimentary	
8	AM Snacks- Pomelo juice, Jumbo Hotdog Sandwich	37	pax
9	Lunch- Rice, Shrimp Sinigang, Kare-kare, Tuna Paksiw, Dessert, Softdrink	37	pax
10	PM Snacks- Softdrink, Lasagna with Garlic Bread	37	pax
11	Dinner- Rice, Tinola na Manok, Chicken Afritada, Puso sa Saging, Dessert, Softdrink	37	pax
12	Accommodation with Complimentary Breakfast	30	
	Friday, October 31, 2014		
13	Breakfast - Rice, Scrambles Egg, Dried Fish, Coffee, Fruit	Complimentary	pax
14	AM Snacks- Orange Juice, Moist Chocolate Cake with Choco Frosting and Custard Filling	37	pax
15	Lunch- Rice, Sinigang na Isda, Menudo, Vegetable Casserole, Dessert, Softdrink	37	pax
16	PM Snacks- Tea, Clubhouse	37	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
1	Pax	October 29, 2014 – breakfast, 2 snacks, lunch, dinner	37	
		October 30, 2014 – 2 snacks, lunch, dinner	37	
		October 31, 2014 – 2 snacks, lunch	37	
2	Pax	Accommodation for October 29 and 30, 2014 (3 pax per room with complimentary breakfast and extra room for secretariat)	30	

GRAND TOTAL

=====

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