



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

**REQUEST FOR QUOTATION**


Date: 11 SEPT. 2018  
 RFQ No.: 2018-09-071

|                           |
|---------------------------|
| Name of Hotel/Venue:      |
| Address:                  |
| Registered Business Name: |
| Address:                  |
| Business Permit No.       |
| TIN:                      |
| PhilGEPS Reg. No.         |

1. The Department of the Interior and Local Government (DILG) Region XII, through its Bids and Awards Committee, hereby intends to **procure GOODS AND SERVICES (meals and accommodation)** on the conduct of **POPSP UPDATING, POPS-PCMS RETOOLING AND POC SECRETARIAT ENHANCEMENT TRAINING** on **October 9-11, 2018** in **GENERAL SANTOS CITY**.
2. The lease of venue including meals shall be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of R.A. 9184 and with GPPB Resolution No. 08-2009.

Submit your proposal/quotation for the procurement of **MEALS AND SNACKS** with **ACCOMMODATION** for **TWO (2) nights**; and **MEALS AND SNACKS** broken down as follows: A. **AM Snacks** consists of snacks and drinks; B. **LUNCH (HALAL)** consists of (4) main courses: 2 meats, 1 fish and 1 seafood or vegetables, 1 salad/soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snacks and drinks; D. **DINNER (HALAL)** consists of (4) main courses: 2 meats, 1 fish and 1 seafood or vegetables, 1 salad/soup, 1 dessert, rice and drinks; E. **Buffet Breakfast** : 2 main course (at least 1 meat or fish dish), salad/soup, rice (Fried or Plain) and fruits.

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. of September 17, 2018** for the specified goods and services, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).
4. Bids/Quotations/Interest may be submitted manually or through facsimile or email at the address and contact numbers indicated below.
5. For any clarification, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento** and **MR. IAN JON S. CLEMENTE** at telephone numbers **(083) 877-2969, 228-7960** and **(083) 228-1421** or email address at **dilg\_ro12@yahoo.com**.

  
**RILIMIN H. SANDOVAL**  
 LGOO VII / Chairperson, BAC

**"Matino, Mahusay at Maasahan"**  
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)520-0224 (083)228-1421 Email: dilg\_ro12@yahoo.com Website: region12.dilg.gov.ph  
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**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical Specifications with asterisks (\*) are mandatory. **Failure to comply with any of the mandatory requirements will disqualify your quotation.**

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the following item/s as follows:

**Legend:**

- \* **MANDATORY REQUIREMENTS.** Failure to comply with any of the mandatory requirements will disqualify your quotation.

| Procurement Project   | Approved Budget for the Contract (ABC) |     |         |
|---|--|-----|---------|
| 1. Procurement of Accommodation and Catering Services on POPSP UPDATING, POPS-PCMS RETOOLING AND POC SECRETARIAT ENHANCEMENT TRAINING on October 9-11, 2018 in GENERAL SANTOS CITY. | Php 443,650.00                         |     |         |
| <b>Technical Specifications:</b>  |  |     |         |
| Item Description  | Compliance                             |     | Remarks |
| <b>I. Availability</b>  | Yes                                    | No  |         |
| a. OCTOBER 9-11, 2018 (TUESDAY-THURSDAY), 3D*   |  |     |         |
| <b>II. Location</b>   | Yes                                    | No  |         |
| a. WITHIN GENERAL SANTOS CITY PROPER *  |  |     |         |
| b. Free Parking Space *   |  |     |         |
| <b>III. Neighborhood Data</b>   | Yes                                    | No  |         |
| a. Proper waste management with Sanitary Permit from appropriate authority .....  | [ ]                                    | [ ] |         |
| b. Proximity to Police and Fire Stations .....  | [ ]                                    | [ ] |         |
| c. Proximity to Banks, Postal and Telecommunications service provider .....   | [ ]                                    | [ ] |         |
| <b>IV. Venue</b>  | Yes                                    | No  |         |
| 1. Structural Condition*  |  |     |         |
| a. Foundation made of concrete and structural steel or both *   | [ ]                                    | [ ] |         |
| 2. Functionality of <u>PLENARY HALL:</u><br><i>(MANDATORY)</i>  |  |     |         |
| a. Conference/plenary hall which can accommodate 130 persons and LOCATED WITHIN OR INSIDE THE HOTEL*.....   | [ ]                                    | [ ] |         |
| b. At least 25 conference tables with table set up and desirable table clothing with banquet chairs*.....   | [ ]                                    | [ ] |         |

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|   |     |     |  |
|---|-----|-----|--|
| c. With 4 Secretariat's table for REGISTRATION*.....  | [ ] | [ ] |  |
| d. With 2 <b>Flag Poles</b> for the Philippine National Flag & DILG Banner*.....  | [ ] | [ ] |  |
| e. With at least 1 Projector, wide projector screens/ wide screens.. <b>LED WALL SCREEN</b> is highly preferable and considered * .....   | [ ] | [ ] |  |
| 3. With free WIFI connection ( <b>at least 25 mbps</b> ) .....  | [ ] | [ ] |  |
| 4. Room arrangements*   |     |     |  |
| a. Accommodation with <b>FREE BREAKFAST</b> for :   |     |     |  |
| • <b>116 persons</b> on October 9-10, 2018 (TUESDAY-WEDNESDAY)  | [ ] | [ ] |  |
| <b>No. of Rooms for ACCOMMODATION<br/>(No Bump-off)</b>   |     |     |  |
| a.1 Single Bed    2 rooms .....   | [ ] | [ ] |  |
| a.2 Twin Bed    25 rooms .....  | [ ] | [ ] |  |
| a.3 Triple Bed    23 rooms .....  | [ ] | [ ] |  |
| b. With <b>free WIFI Connection</b> .....   | [ ] | [ ] |  |
| c. Complimentary bottled water and coffee.....  | [ ] | [ ] |  |
| d. With telephone and cable TV inside the room .....  | [ ] | [ ] |  |
| <b>Facilities*</b>  |     |     |  |
| a. Continuous water supply and accessible comfort rooms ...   | [ ] | [ ] |  |
| b. Compliant with the standards provided by the Building Code of the Philippines .....  | [ ] | [ ] |  |
| c. If building has <b>two floors, with one functional elevator</b> .....  | [ ] | [ ] |  |
| d. Accessible emergency exit and with standby fire extinguisher .....   | [ ] | [ ] |  |
| e. Available telephone and/or internet connection* .....  | [ ] | [ ] |  |
| f. Audible and Operational Sound System * (at least 2 wireless microphones at the presidential table and the EMCEE and <b>3 microphones with stand for the audience</b> ).....  | [ ] | [ ] |  |
| g. With standby first aid kit and BP Apparatus .....  | [ ] | [ ] |  |
| 6. Other Requirements*  |     |     |  |
| a. Subject to the BAC notice, the bidder with the Lowest Calculated Responsive/Highest Responsive Rated Bid (LCRB/HRRB) or Single Calculated and Responsive Bid, if any, by the BAC, the supplier/bidder should prepare for the Ocular Inspection by the BAC-TWG and/or End-User of the |     |     |  |

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|   |     |     |  |
|---|-----|-----|--|
| venue/hall and rooms  |     |     |  |
| b. Provision of Janitorial and Maintenance Services *(standby technician at the venue in cases of sound system and aircon malfunction and waiters/waitress to cater the needs of the participants)..... | [ ] | [ ] |  |
| c. Provision of standby transportation/shuttle services for the participants (airport to hotel and vice-versa) .....  |     |     |  |
| d. Function room provides good ambience and conducive to learning.....  | [ ] | [ ] |  |
| e. 24/7 Security Services * .....   | [ ] | [ ] |  |
| <b>CATERING SERVICES:</b>   |     |     |  |
| A. Location must be <b>INSIDE</b> or <b>NEAR</b> the Function Room * (Mandatory).....   | [ ] | [ ] |  |
| <b><u>OCTOBER 9, 2018</u></b>   |     |     |  |
| • 122 pax PM snack (snacks should be served between 2:00-4 PM)  | [ ] | [ ] |  |
| • 75 pax Buffet Lunch / 122 Buffet Dinner.....  | [ ] | [ ] |  |
| 1. Salad/Soup*.....   | [ ] | [ ] |  |
| 2. Main Courses (at least 4 variants of meat dish or 2 meats, 1 seafood or 1 fish dishes; and 1 variant vegetables dish)*.....  | [ ] | [ ] |  |
| 3. Rice (Steamed or Fried/Garlic)*.....   | [ ] | [ ] |  |
| 4. Dessert*.....  | [ ] | [ ] |  |
| • Drinks (at least one (1) round of tea/juice/soda for every meal and snack)*.....  | [ ] | [ ] |  |
| • Provision of free flowing coffee/tea/water*   |     |     |  |
| • <u>In all instances, there should be buffer for meals good for 10 persons</u> .....   | [ ] | [ ] |  |
| B. Location must be inside or near the Function Room *.....   | [ ] | [ ] |  |
| <b><u>OCTOBER 10, 2018</u></b>  |     |     |  |
| • 122 pax AM/PM snacks* .....   | [ ] | [ ] |  |
| (snacks should be served between 9:00-10:30AM & 2:00-4:00 PM, respectively)   |     |     |  |
| • 122 pax Buffet Lunch/Dinner.....  | [ ] | [ ] |  |
| 1. Salad/Soup*.....   | [ ] | [ ] |  |

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|  |     |     |
|--|-----|-----|
| 2. Main Courses (at least 4 variants of meat dish or 1 meatS, 1 seafood or 1 fish dishes; and 1 variant vegetables dish)*..... | [ ] | [ ] |
| 3. Rice (Steamed or Fried/Garlic)*.....  | [ ] | [ ] |
| 4. Dessert*.....   | [ ] | [ ] |
| <i>(Lunch &amp; Dinner should be served between 11:30-12NN &amp; 6:00 – 8:00 PM , respectively)</i>                            |     |     |
| • Drinks (at least one (1) round of tea/juice/soda for every meal and snack)*.....   | [ ] | [ ] |
| • Provision of free flowing coffee/tea/water* .....  | [ ] | [ ] |
| <u><i>In all instances, there should be buffer for meals good for 10 persons</i></u> .....                                     | [ ] | [ ] |
| <b>OCTOBER 11, 2018</b>  |     |     |
| • 122 pax AM/PM snacks* .....  | [ ] | [ ] |
| <i>(snacks should be served between 9:00-10:30AM and 2:00-4:00 PM, respectively)</i>   |     |     |
| • 122 pax Buffet Lunch.....  | [ ] | [ ] |
| 1. Salad/Soup*.....  | [ ] | [ ] |
| 2. Main Courses (at least 4 variants of meat dish or 1 meats, 1 seafood or 1 fish dishes; and 1 variant vegetables dish)*..... | [ ] | [ ] |
| 3. Rice (Steamed or Fried/Garlic)*.....  | [ ] | [ ] |
| 4. Dessert*.....   | [ ] | [ ] |
| • Drinks (at least one (1) round of tea/juice/soda for every meal and snack)*.....   | [ ] | [ ] |
| • Provision of free flowing coffee/tea/water* .....  | [ ] | [ ] |
| <u><i>In all instances, there should be buffer for meals good for 10 persons</i></u> .....                                     | [ ] | [ ] |

Please quote your best offers for the items below and **submit this proposal not later than 10:00 A.M., SEPTEMBER 17, 2018**. The information stated below shall be the basis for the evaluation and calculation of your quotation.

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| Summary of Approved Budget  |                            |                           |                        |                          |   |
|---|----------------------------|---------------------------|------------------------|--------------------------|---|
| Procurement Project   |                            |                           |                        |                          | Total ABC   |
| 1. Procurement of Accommodation and Catering Services on POPSP UPDATING, POPS-PCMS RETOOLING AND POC SECRETARIAT ENHANCEMENT TRAINING on October 9-11, 2018 in GENERAL SANTOS CITY. |                            |                           |                        |                          | Php 443,650.00  |
| Item  | A<br>Offered<br>Rate (Php) | B<br>Max No.<br>of Nights | C<br>Max No. of<br>Pax | D<br>Max No. of<br>Meals | Subtotal<br>For accommodations:<br>(A x B x C)<br>For meals:<br>(A x C x D) |
| <b>Date of Activity: OCTOBER 9-11, 2018</b>   |                            |                           |                        |                          |   |
| <b>OCTOBER 9, 2018</b>  |                            |                           |                        |                          |   |
| Meals - Buffet Lunch  |                            | n/a                       | 75                     | 1                        |   |
| Meals - PM Snacks   |                            | n/a                       | 122                    | 1                        |   |
| Meals - Buffet Dinner   |                            | n/a                       | 122                    | 1                        |   |
| Accommodation with free breakfast   |                            | 1                         | 116                    | n/a                      |   |
| <b>OCTOBER 10, 2018</b>   |                            |                           |                        |                          |   |
| Meals - AM Snacks   |                            | n/a                       | 122                    | 1                        |   |
| Meals - Buffet Lunch  |                            | n/a                       | 122                    | 1                        |   |
| Meals - PM Snacks   |                            | n/a                       | 122                    | 1                        |   |
| Meals - Buffet Dinner   |                            | n/a                       | 122                    | 1                        |   |
| Accommodation with free breakfast   |                            | 1                         | 116                    | n/a                      |   |
| <b>OCTOBER 11, 2018</b>   |                            |                           |                        |                          |   |
| Meals - AM Snacks   |                            | n/a                       | 122                    | 1                        |   |
| Meals - Buffet Lunch  |                            | n/a                       | 122                    | 1                        |   |
| Meals - PM Snacks   |                            | n/a                       | 122                    | 1                        |   |
| <b>Total Offered Proposal/Quotation</b>   |                            |                           |                        |                          |   |

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**Signature over Printed Name**

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**Telephone or Mobile Number**

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**Email Address**

---

**Date Accomplished**

**"Matino, Mahusay at Maaasahan"**

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**Terms and Conditions**

1. Any modifications in the room arrangements during contract implementation must be approved by DILG-XII. The rate of each new room shall not exceed the amount equal to the said room's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within thirty (30) calendar days from receipt of purchase order or during the specified schedules of the activity as stated in this Bid/RFQ. .
9. The submitted quotation shall provide a 10% allowance (buffer) for the scheduled meals as per final number of participants in each function for the increase in attendance. **If the actual attendance exceeds the 10% allowance**, additional persons shall be charged the same as quoted.
10. The charge for additional persons shall be contained in an Amendment to Contract.
11. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
13. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG-XII shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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