



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

"Matino, Mahusay at Maasahan"  
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

**REQUEST FOR QUOTATION**

Date: 13 NOVEMBER 2018

RFQ No.: 2018-11-138

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 **ROLL-OUT TRAINING ON PEOPLE'S LAW ENFORCEMENT BOARD (PLEB) ONLINE DATABASE SYSTEM (PODS) AND PEOPLE'S LAW ENFORCEMENT BOARD (PLEB) LEGAL SKILLS ENHANCEMENT** to be conducted on **November 26-29 for Cluster 1&2 and December 3-7, 2018 for Cluster 3, 4 and Post-Activity Meeting** in the City of Korondal, South Cotabato.
2. In accordance with GPPB Resolution No. 13-2016 dated August 9, 2016 "Implementing Guidelines for Small Value Procurement pursuant to Section 53.9 of the RIRR of RA9184, Request for Quotation (RFQ) for the said activity has been posted in the PhilGEPS.

Submit your proposal/quotation for the procurement of **MEALS AND SNACKS** with **ACCOMMODATION**; and **MEALS AND SNACKS** broken down as follows: A. **AM Snacks** consists of snack and drinks; B. **LUNCH** consists of (4) main courses: 2 meat, 1 fish and 1 variant vegetable, 1 salad/soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snack and drinks; D. **DINNER** consists of (4) main courses: 2 meat, 1 fish and 1 variant vegetable,, 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 19 NOVEMBER 2018 (MONDAY)** for the specified goods and services, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).
4. Open quotations 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. Muhammad G. Nanding, Jr.** at telephone numbers **(083) 228-7959 to 60** and **(083) 228-1421** or email address **atdilg\_ro12@yahoo.com**.

Approved by:

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

*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).*



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

"Matino, Mahusay at Maaasahan"  
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

**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.

		<b>Approved Budget for the Contract (ABC)</b>	
<b>ROLL-OUT TRAINING ON PEOPLE'S LAW ENFORCEMENT BOARD ONLINE DATABASE SYSTEM (PODS) AND LEGAL SKILLS ENHANCEMENT</b> to be conducted on November 26-29 for Cluster 1& 2 and December 3-7, 2018 for Cluster 3, 4 and Post-Activity Meeting in the City of Korondal.		<b>Php 820,000.00</b>	
<b>Technical Specifications:</b>			
<b>Item Description</b>		<b>Compliance</b>	
		<b>Yes</b>	<b>No</b>
<b>I. Availability</b>			
a. November 26-29, 2018(Monday-Thursday), 4D* and December 3-7, 2018(Monday-Thursday), 5D*			
<b>II. Location</b>		<b>Yes</b>	<b>No</b>
a. WITHIN CITY OF KORONADAL *			
b. Free Parking Space *			
<b>III. Neighborhood Data</b>		<b>Yes</b>	<b>No</b>
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.....		[ ]	[ ]
d. Proximity to Provincial Capitol and Provincial Hospital*.....		[ ]	[ ]
<b>IV. Venue</b>		<b>Yes</b>	<b>No</b>
1. Structural Condition*			
a. Foundation made of concrete and structural steel or both *		[ ]	[ ]
2. Functionality of room:			
a. Function Rooms can accommodate 113 persons *.....		[ ]	[ ]
b. Round /Long table with classroom table set up with desirable		[ ]	[ ]

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



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

**"Matino, Mahusay at Maaasahan"**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

table clothing for formal occasion.....	[ ]	[ ]	
c. With Presidential table which can accommodate at least 10 persons on stage.....	[ ]	[ ]	
d. With 2 Secretariat's table .....	[ ]	[ ]	
e. With podium and Philippine National flag.....	[ ]	[ ]	
f. With at least 2 Projector, 2 projector screens and tables for 2 projectors.....	[ ]	[ ]	
<b>3. With free WIFI connection (at least 25mbps)* .....</b>	[ ]	[ ]	
<b>4. Room arrangements*</b>			
a. Can accommodation for 53 persons on <u>November 26, 2018, Cluster 1 (1N)</u> ;83 persons on <u>November 28, 2018, Cluster 2 (1N)</u> ; 71 persons on <u>December 3, 2018, Cluster 3 (1N)</u> and 113 persons on <u>December 5, 2018, Cluster 4 (1N)</u> (Individual bed)*.....	[ ]	[ ]	
<b>No. of Rooms</b>			
a.1 Triple Bed _____			
a.2 Twin Bed _____			
a.3 Single Bed _____			
b. With Breakfast .....	[ ]	[ ]	
c. With free WIFI Connection .....	[ ]	[ ]	
d. Complimentary bottled water and coffee.....	[ ]	[ ]	
e. With telephone and cable TV inside the room .....	[ ]	[ ]	
<b>5. 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 two floors, with one functional elevator .....	[ ]	[ ]	
d. Accessible emergency exit and with standby fire extinguisher .....	[ ]	[ ]	
e. Available telephone and/or internet connection* .....	[ ]	[ ]	
f. Audible and Operational Sound System * (at least 3 wireless microphone at the presidential table and EMCEE and 4-5 microphone with stand for audience).....	[ ]	[ ]	
g. With standby first aid kit and BP Apparatus .....	[ ]	[ ]	
<b>6. Other Requirements*</b>			
a. 2 days after being determined as the lowest calculated and responsive bidder by the BAC, establishment should prepare			

*The DILG Region XII, imbued with integrity, competence and professionalism, and living up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).*



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

"Matino, Mahusay at Maasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

for the Ocular Inspection by the BAC-TWG and/or End-User of the venue/hall and rooms and food tasting (good for 3-4 persons only).....	[ ]	[ ]
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. Function room provides good ambience and conducive to learning.....	[ ]	[ ]
d. 24/7 Security Services *.....	[ ]	[ ]

<b>CATERING SERVICES:</b>		
A. Location must be inside the Function Room *.....	[ ]	[ ]
<b>November 26, 2018 (Monday)</b>		
Meals for 53 persons *.....	[ ]	[ ]
i. Fifty-three (53) pax AM/PM snacks* ..... <i>(AM snacks should be served between 9:30 AM – 10:AM while PM snacks should be served between 2:30PM – 3:00PM or upon request by the Secretariat)</i>	[ ]	[ ]
ii. Fifty-three (53) pax Buffet Lunch		
1. Salad/Soup*.....	[ ]	[ ]
2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*.....	[ ]	[ ]
3. Rice*.....	[ ]	[ ]
4. Dessert*..... <i>(Lunch should be served between 11:30 AM – 12:00 NN)</i>	[ ]	[ ]
iii. Fifty-three (53) pax Buffet Dinner		
1. Salad/Soup*.....	[ ]	[ ]
2. Main Course (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*.....	[ ]	[ ]
3. Rice*.....	[ ]	[ ]
4. Dessert*..... <i>(Dinner should be served between 6:00 PM – 6:30 PM)</i>	[ ]	[ ]
iv. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*.....	[ ]	[ ]
v. Provision of free flowing coffee/tea/water*.....	[ ]	[ ]
vi. In all instances, there should be buffer for meals good for 5 persons.....	[ ]	[ ]

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (IUPADDOSE).



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

"Matiao, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg.ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

**November 27, 2018 (Tuesday)**

Meals for 53 persons *	[ ]	[ ]
i. Fifty-three (53) pax AM snacks* <i>(AM snacks should be served between 9:30 AM – 10:AM or upon request by the Secretariat)</i>	[ ]	[ ]
ii. Fifty-three (53) pax Buffet Lunch		
1. Salad/Soup*	[ ]	[ ]
2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*	[ ]	[ ]
3. Rice*	[ ]	[ ]
4. Dessert* <i>(Lunch should be served between 11:30 AM – 12:00 NN)</i>	[ ]	[ ]
iii. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*	[ ]	[ ]
iv. Provision of free flowing coffee/tea/water*	[ ]	[ ]
v. In all instances, there should be buffer for meals good for 5 persons	[ ]	[ ]

**November 28, 2018 (Wednesday)**

Meals for 83 persons *	[ ]	[ ]
i. Eighty-three (83) pax AM/PM snacks* <i>(AM snacks should be served between 9:30 AM – 10:AM while PM snacks should be served between 2:30PM – 3:00PM or upon request by the Secretariat)</i>	[ ]	[ ]
ii. Eighty-three (83) pax Buffet Lunch		
1. Salad/Soup*	[ ]	[ ]
2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*	[ ]	[ ]
3. Rice*	[ ]	[ ]
4. Dessert* <i>(Lunch should be served between 11:30 AM – 12:00 NN)</i>	[ ]	[ ]
iii. Eighty-three (83) pax Buffet Dinner		
1. Salad/Soup*	[ ]	[ ]

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (IUPADDOSE).



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

*"Matino, Mahusay at Maaasahan"*

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

- 2. **Main Course (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)\***.....
  - 3. **Rice\***.....
  - 4. **Dessert\***.....
- (Dinner should be served between 6:00 PM – 6:30 PM)*

iv. **Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)\***.....

v. **Provision of free flowing coffee/tea/water\*** .....

vi. **In all instances, there should be buffer for meals good for 5 persons** .....

[ ]	[ ]
[ ]	[ ]
[ ]	[ ]

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

**November 29, 2018 (Thursday)**

**Meals for 83 persons \***.....

i. **Eighty-three (83) pax AM snacks\*** .....

*(AM snacks should be served between 9:30 AM – 10:AM or upon request by the Secretariat)*

ii. **Eighty-three (83) pax Buffet Lunch**

1. **Salad/Soup\***.....

2. **Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)\***.....

3. **Rice\***.....

4. **Dessert\***.....

*(Lunch should be served between 11:30 AM – 12:00 NN)*

iv. **Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)\***.....

v. **Provision of free flowing coffee/tea/water\*** .....

vi. **In all instances, there should be buffer for meals good for 5 persons** .....

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

**December 3, 2018 (Monday)**

**Meals for 71 persons \***.....

i. **Seventy-one (71) pax AM/PM snacks\*** .....

[ ]	[ ]
-----	-----

[ ]	[ ]
-----	-----

*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).*



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

*"Matino, Mahusay at Maaasahan"*

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

*(AM snacks should be served between 9:30 AM – 10:AM while PM snacks should be served between 2:30PM – 3:00PM or upon request by the Secretariat)*

ii. **Seventy-one (71) pax Buffet Lunch**

- |   |     |     |
|---|-----|-----|
| 1. Salad/Soup*.....   | [ ] | [ ] |
| 2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*..... | [ ] | [ ] |
| 3. Rice*.....   | [ ] | [ ] |
| 4. Dessert*.....  | [ ] | [ ] |

*(Lunch should be served between 11:30 AM – 12:00 NN)*

iii. **Seventy-one (71) pax Buffet Dinner**

- |  |     |     |
|--|-----|-----|
| 1. Salad/Soup*.....  | [ ] | [ ] |
| 2. Main Course (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*..... | [ ] | [ ] |
| 3. Rice*.....  | [ ] | [ ] |
| 4. Dessert*.....   | [ ] | [ ] |

*(Dinner should be served between 6:00 PM – 6:30 PM)*

- |   |     |     |
|---|-----|-----|
| iv. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*..... | [ ] | [ ] |
| v. Provision of free flowing coffee/tea/water* .....                                      | [ ] | [ ] |
| vi. In all instances, there should be buffer for meals good for 5 persons .....           | [ ] | [ ] |

**December 4, 2018 (Tuesday)**

Meals for 71 persons \*..... [ ] [ ]

i. **Seventy-one (71) pax AM snacks\*** ..... [ ] [ ]

*(AM snacks should be served between 9:30 AM – 10:AM or upon request by the Secretariat)*

ii. **Seventy-one (71) pax Buffet Lunch**

- |   |     |     |
|---|-----|-----|
| 1. Salad/Soup*.....   | [ ] | [ ] |
| 2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*..... | [ ] | [ ] |
| 3. Rice*.....   | [ ] | [ ] |
| 4. Dessert*.....  | [ ] | [ ] |

*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).*



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

*"Matino, Mabusay at Maaasahan"*

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

*(Lunch should be served between 11:30 AM – 12:00 NN)*

- iv. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)\* ..... [ ] [ ]
- v. Provision of free flowing coffee/tea/water\* ..... [ ] [ ]
- vi. In all instances, there should be buffer for meals good for 5 persons ..... [ ] [ ]

**December 5, 2018 (Wednesday)**

Meals for 113 persons \* ..... [ ] [ ]

- i. One hundred thirteen (113) pax AM/PM snacks\* ..... [ ] [ ]

*(AM snacks should be served between 9:30 AM – 10:AM while PM snacks should be served between 2:30PM – 3:00PM or upon request by the Secretariat)*

- ii. One hundred thirteen (113) pax Buffet Lunch
  - 1. Salad/Soup\* ..... [ ] [ ]
  - 2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)\* ..... [ ] [ ]
  - 3. Rice\* ..... [ ] [ ]
  - 4. Dessert\* ..... [ ] [ ]

*(Lunch should be served between 11:30 AM – 12:00 NN)*

- iii. One hundred thirteen (113) pax Buffet Dinner
  - 1. Salad/Soup\* ..... [ ] [ ]
  - 2. Main Course (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)\* ..... [ ] [ ]
  - 3. Rice\* ..... [ ] [ ]
  - 4. Dessert\* ..... [ ] [ ]

*(Dinner should be served between 6:00 PM – 6:30 PM)*

- iv. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)\* ..... [ ] [ ]
- v. Provision of free flowing coffee/tea/water\* ..... [ ] [ ]
- vi. In all instances, there should be buffer for meals good for 5 persons ..... [ ] [ ]

**December 6, 2018 (Thursday)**

*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).*





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

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

<b>Meals for 113 persons *</b> .....	[ ]	[ ]
<b>i. One hundred thirteen (113) pax AM snacks</b> <i>(AM snacks should be served between 9:30 AM – 10:AM or upon request by the Secretariat)</i>		
<b>ii. One hundred thirteen (113) pax Buffet Lunch</b>		
1. Salad/Soup*.....	[ ]	[ ]
2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*.....	[ ]	[ ]
3. Rice*.....	[ ]	[ ]
4. Dessert*.....	[ ]	[ ]
<i>(Lunch should be served between 11:30 AM – 12:00 NN)</i>		
<b>iii. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*.....</b>	[ ]	[ ]
<b>iv. Provision of free flowing coffee/tea/water* .....</b>	[ ]	[ ]
<b>v. In all instances, there should be buffer for meals good for 5 persons .....</b>	[ ]	[ ]
<b>December 7, 2018 (Friday)</b>		
<b>Meals for 10 persons *</b> .....	[ ]	[ ]
<b>i. Ten (10) pax AM snacks*.....</b> <i>(AM snacks should be served between 9:30 AM – 10:AM or upon request by the Secretariat)</i>	[ ]	[ ]
<b>ii. Ten (10) pax Buffet Lunch</b>		
1. Salad/Soup*.....	[ ]	[ ]
2. Main Courses (at least 4 variants of meat dish or 2 meat and 1 fish dishes; and 1 variant vegetables dish)*.....	[ ]	[ ]
3. Rice*.....	[ ]	[ ]
4. Dessert*.....	[ ]	[ ]
<i>(Lunch should be served between 11:30 AM – 12:00 NN)</i>		
<b>iii. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*.....</b>	[ ]	[ ]
<b>iv. Provision of free flowing coffee/tea/water* .....</b>	[ ]	[ ]
<b>v. In all instances, there should be buffer for meals good for 5 persons .....</b>	[ ]	[ ]
<b>7. Client Satisfaction</b>		

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (IUPADDOSE).



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

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

i. Establishment should appropriately address the feedback and ensures client satisfaction during the activity .....	[ ]	[ ]	
ii. Billing Statement and/or Charge Invoice shall be provided to the Secretariat right after or within 48 hours after the conduct of the activity. ....	[ ]	[ ]	

Please quote your best offers for the items below and **submit this proposal not later than 10:00 P.M., 19 NOVEMBER 2018 (MONDAY)**. The information stated below shall be the basis for the evaluation and calculation of your quotation.

**Summary of Approved Budget**

**Procurement Project**

**Total ABC**

**ROLL-OUT TRAINING ON PEOPLE'S LAW ENFORCEMENT BOARD ONLINE DATABASE SYSTEM (PODS) AND LEGAL SKILLS ENHANCEMENT**

**Php 820,000.00**

to be conducted on November 26-29 for Cluster 1 & 2 and December 3-7, 2018 for Cluster 3, 4 and Post-Activity Meeting in the City of Koronadal.

Item	A Offered Rate (Php)	B Max No. of Nights	C Max No. of Pax	D Max No. of Meals	Subtotal For accommodations: (A x B x C)  For meals: (A x C x D)
<b>Data of Activity: November 26-29 (Cluster 1 &amp; 2) and December 3-7 (Cluster 3,4 and Post-Activity Meeting), 2018</b>					
<b>November 26, 2018 (Monday)</b>					
Meals - AM Snacks (November 26, 2018)		n/a	53	53	
Meals - Buffet Lunch (November 26, 2018)		n/a	53	53	
Meals - PM Snacks (November 26, 2018)		n/a	53	53	
Meals - Buffet Dinner (November 26, 2018)		n/a	53	53	
Accommodations November 26, 2018		1	53	n/a	
<b>November 27, 2018 (Tuesday)</b>					
Meals - Breakfast (November 27, 2018)		n/a	53	53	

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



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

**"Matino, Mahusay at Maaasahan"**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Meals - AM Snacks (November 27, 2018)		n/a	53	53	
Meals - Buffet Lunch (November 27, 2018)		n/a	53	53	
<b>November 28, 2018 (Wednesday)</b>					
Meals - AM Snacks (November 28, 2018)		n/a	83	83	
Meals - Buffet Lunch (November 28, 2018)		n/a	83	83	
Meals - PM Snacks (November 28, 2018)		n/a	83	83	
Meals - Buffet Dinner (November 28, 2018)		n/a	83	83	
Accommodations November 28, 2018		1	83	n/a	
<b>November 29, 2018 (Thursday)</b>					
Meals - Breakfast (November 29, 2018)		n/a	83	83	
Meals - AM Snacks (November 29, 2018)		n/a	83	83	
Meals - Buffet Lunch (November 29, 2018)		n/a	83	83	
<b>December 3, 2018 (Monday)</b>					
Meals - AM Snacks (December 3, 2018)		n/a	71	71	
Meals - Buffet Lunch (December 3, 2018)		n/a	71	71	
Meals - PM Snacks (December 3, 2018)		n/a	71	71	
Meals - Buffet Dinner (December 3, 2018)		n/a	71	71	
Accommodations December 3, 2018		1	71	n/a	
<b>December 4, 2018 (Tuesday)</b>					
Meals - Breakfast (December 4, 2018)		n/a	71	71	
Meals - AM Snacks (December 4, 2018)		n/a	71	71	
Meals - Buffet Lunch (December 4, 2018)		n/a	71	71	
<b>December 5, 2018 (Wednesday)</b>					
Meals - AM Snacks (December 5, 2018)		n/a	113	113	
Meals - Buffet Lunch (December 5, 2018)		n/a	113	113	

The DILG Region XII, imbued with integrity, competence and professionalism, and living up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



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

**"Matino, Mahusay at Maasahan"**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Meals - PM Snacks (December 5, 2018)		n/a	113	113	
Meals - Buffet Dinner (December 5, 2018)		n/a	113	113	
Accommodations December 5, 2018		1	113	n/a	
<b>December 6, 2018 (Thursday)</b>					
Meals - Breakfast (December 6, 2018)		n/a	113	113	
Meals - AM Snacks (December 6, 2018)		n/a	113	113	
Meals - Buffet Lunch (December 6, 2018)		n/a	113	113	
Meals - PM Snacks (December 6, 2018)		n/a	113	113	
Meals - Buffet Lunch (December 6, 2018)		n/a	113	113	
<b>December 7, 2018 (Friday)</b>					
Meals - AM Snacks (December 7, 2018)		n/a	10	10	
Meals - Buffet Lunch (December 7, 2018)		n/a	10	10	
<b>Total Offered Proposal/Quotation</b>					

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Telephone or Mobile Number**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Date Accomplished**

**Terms and Conditions**

- 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.
- Bidders shall provide correct and accurate information as required in this form.

*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).*



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

**"Matino, Mahusay at Maaasahan"**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

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 ten (10) calendar days from receipt of purchase order.
9. The submitted quotation shall provide a 10% allowance 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.

---

*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).*