



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

**REQUEST FOR QUOTATION**

Date: 23 NOVEMBER 2018

RFQ No.: 2018-11-165

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 (venue, meals and room accommodation)** on the conduct of **Training – Workshop on Institutionalizing Key LGU Internal Control System through Effective Documentation** to be conducted on **December 5-7, 2018** in City of Koronadal.
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** (22 pax for day 1 and 2, 10 pax for day 3) for 3 nights; and **MEALS AND SNACKS** broken down as follows: A. **AM Snacks** (22 pax) - consists of 1 snack and drinks for 3 days; B. **LUNCH** (22 pax) - consists of (3) main courses: 2 meat and 1 fish, 1 vegetables, 1 salad/soup, 1 dessert, rice and drinks good for 3 days; C. **PM Snacks** (22 pax) - consists of snack and drinks for 3 days; D. **DINNER** (22 pax for day 1 and 2, 10 pax for day 3) - consists of (3) main courses: 2 meat and 1 fish, 1 vegetables, 1 salad/soup, 1 dessert, rice and drinks good for 3 days; E. **Buffet Breakfast** (10 pax for day 1, 22 pax for day 2 and 3, 10 pax for day 4) - 2 main course (at least 1 meat or fish dish), salad/soup, rice (Fried or Plain) and fruits for 4 days

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. 26 NOVEMBER 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. Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

*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*

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5. For any clarification, you may contact Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Ms. Herminia S. Ontoy at telephone numbers (083) 228-7959 to 60 and (083)228-1421 or email address at dilg\_ro12@yahoo.com.

**RILIMIN H. S ANDOVAL**  
 LGOO VII / Chairperson, BAC

**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.

<u>Procurement Project</u>	<u>Approved Budget for the Contract (ABC)</u>		
Training – Workshop on Institutionalizing Key LGU Internal Control System through Effective Documentation to be conducted on December 5-7, 2018 in City of Koronadal.	Php 104,300.00		
<b>Technical Specifications:</b>			
<u>Item Description</u>	<u>Compliance</u>		<u>Remarks</u>
<b>I. Availability</b>	Yes	No	
a. December 5-8, 2018 (Wednesday - Saturday), 4D3N*			
<b>II. Location</b>	Yes	No	
a. OUTSIDE CITY PROPER*			
b. Free Parking Space *			
<b>III. Neighborhood Data</b>	Yes	No	

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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>	<b>Yes</b>	<b>No</b>	
<b>1. Structural Condition*</b>			
a. <b>Foundation made of concrete and structural steel or both *</b>	[ ]	[ ]	
<b>2. Functionality of room:</b>			
a. <b>Function Rooms can accommodate 22 persons *</b> .....	[ ]	[ ]	
b. <b>Round /Long table with classroom table set up with desirable table clothing for formal occasion.....</b>	[ ]	[ ]	
c. <b>With Presidential table which can accommodate at least 4 persons on stage.....</b>	[ ]	[ ]	
d. <b>With 2 Secretariat's table .....</b>	[ ]	[ ]	
e. <b>With podium and Philippine National flag.....</b>	[ ]	[ ]	
f. <b>With at least 1 Projector, projector screen and tables for 2 projectors.....</b>	[ ]	[ ]	
g. <b>With wide space (indoor) for activities and demonstration ....</b>	[ ]	[ ]	
3. <b>With free WIFI connection (at least 5-10mbps) .....</b>	[ ]	[ ]	
<b>4. Room arrangements*</b>			
a. <b>Twin or Triple sharing* (with standard room size of 16sq or those with 1 star accreditation from DOT).....</b>	[ ]	[ ]	
b. <b>Can accommodate for 22 persons on December 5-6, 2018 and 10 persons on December 7, 2018 - 3 nights in total .....</b>	[ ]	[ ]	
c. <b>With Breakfast .....</b>	[ ]	[ ]	
d. <b>With free WIFI Connection .....</b>	[ ]	[ ]	
e. <b>Complimentary bottled water and coffee.....</b>	[ ]	[ ]	
f. <b>With telephone and cable TV inside the room .....</b>	[ ]	[ ]	
<b>5. Facilities*</b>			
a. <b>Continuous water supply and accessible comfort rooms .....</b>	[ ]	[ ]	
b. <b>Compliant with the standards provided by the Building Code of the Philippines .....</b>	[ ]	[ ]	
c. <b>If building has two floors, with one functional elevator.....</b>	[ ]	[ ]	

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Day 1 to 3 – 22 persons.....	[ ]	[ ]
1. Salad/Soup*.....	[ ]	[ ]
2. Main Courses (at least 3 variants of meat dish or 1 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 in two (2) separate tables)</i>		
iv. Three (3) Buffet Dinner		
Day 1 to 2- 22 persons.....	[ ]	[ ]
Day 3 - 10 persons.....	[ ]	[ ]
1. Salad/Soup*.....	[ ]	[ ]
2. Main Course (at least 3 variants of meat dish or 1 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>		
v. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*.....	[ ]	[ ]
vi. Provision of free flowing coffee/tea/water* .....	[ ]	[ ]
vii. In all instances, there should be buffer for meals good for 5 persons .....	[ ]	[ ]
7. Client Satisfaction		
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. ....	[ ]	[ ]

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Please quote your best offers for the items below and **submit this proposal not later than 10:00 A.M., 26 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
Training – Workshop on Institutionalizing Key LGU Internal Control System through Effective Documentation to be conducted on December 5-7, 2018 in City of Koronadal.	<b>Php 104,300.00</b>

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>Date of Activity: December 5, 2018</b>					
Meals – Buffet Breakfast		n/a	10	1	
Meals – AM Snacks		n/a	22	1	
Meals – Buffet Lunch		n/a	22	1	
Meals – PM Snacks		n/a	22	1	
Meals – Buffet Dinner		n/a	22	1	
Accommodation		1	22	n/a	
<b>Date of Activity: December 6, 2018</b>					
Meals – Buffet Breakfast		n/a	22	1	
Meals – AM Snacks		n/a	22	1	
Meals – Buffet Lunch		n/a	22	1	

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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)
Meals – PM Snacks		n/a	22	1	
Meals – Buffet Dinner		n/a	22	1	
Accommodation		1	22	n/a	
<b>Date of Activity: December 7, 2018</b>					
Meals – Buffet Breakfast		n/a	22	1	
Meals – AM Snacks		n/a	22	1	
Meals – Buffet Lunch		n/a	22	1	
Meals – PM Snacks		n/a	22	1	
Meals – Buffet Dinner		n/a	10	1	
Accommodation		1	10	n/a	
<b>Date of Activity: December 8, 2018</b>					
Meals – Buffet Breakfast		n/a	10	1	

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

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

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

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

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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 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.

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