



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 January 2019
 RFQ No.: 2019-01-015

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 **STRATEGIC PLANNING WORKSHOP CUM 1ST MANCOM MEETING FOR CY 2019** to be conducted on **January 31,- February 2, 2019** in **KORONADAL CITY**.

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** for 2 nights; and **MEALS AND SNACKS** broken down as follows:
 A. **BREAKFAST**; B. **AM Snacks** consists of snacks and drinks; C. **LUNCH** consists of (3) main courses: 1 meats, 1 seafood and 1 fish, 1 salad/soup, 1 dessert (fruits), rice and drinks; D. **PM Snacks** consists of snacks and drinks; E. **DINNER** consists of (3) main courses: 1 meats, 1 seafood and 1 fish, 1 salad/soup, 1 dessert (fruits), rice and drinks

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M.** of January 28, 2019 (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 clarifications and details of the activity, you may contact **IAN JON S. CLEMENTE** at (083) 877-2969 or Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento at telephone numbers (083) 228-7959 to 60 or email us at **lgsdxxii@yahoo.com** or **dilg_ro12@yahoo.com**.

Noted by:
IAN JON S. CLEMENTE
 Planning Officer-Designate / End-User

Approved by:
MUSARAPHA A. ALIM, MPA
 LGOO VII / Chairperson, BAC

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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.

		Approved Budget for the Contract (ABC)	
<u>STRATEGIC PLANNING WORKSHOP CUM 1ST MANCOM MEETING FOR CY 2019</u> to be conducted on <u>January 24-25, 2019</u> in <u>KORONADAL CITY</u> .		Php 189,200.00	
Technical Specifications:			
Item Description		Compliance	
		Yes	No
I. Availability			
a. JANUARY 31-FEBRUARY 2, 2019 (THURS-SAT) 3D*			
II. Location		Yes	No
a. WITHIN CITY OF KORONADAL *			
b. Free Parking Space *			
III. Neighborhood Data		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		[]	[]
IV. Venue		Yes	No
1. Structural Condition*			
a. Foundation made of concrete and structural steel or both *		[]	[]
2. Functionality of room:			
a. Function Rooms can accommodate <u>40-50</u> persons *		[]	[]
b. U-shape table set up (for formal meeting) with desirable table clothing		[]	[]
c. With 2 Secretariat's table			
d. With podium and Philippine National flag.....		[]	[]
e. With at least 1 Projector, projector screen and tables for 2 projectors.....		[]	[]

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3. With free WIFI connection (at least 10- 15 mbps)		
4. Room arrangements*	[]	[]
a. Can accommodate for 43 persons on January 31-February 1, 2019 (2 NIGHTS) (Individual Bed)*.....	[]	[]
No. of Rooms		
a.1 Single Beds (Matrimonial) - 3	[]	[]
a.2 Twin Beds - 12	[]	[]
a.3 Triple Beds - 9	[]	[]
b. With free WIFI Connection	[]	[]
c. Complimentary bottled water and coffee.....	[]	[]
d. With telephone and cable TV inside the room	[]	[]
5. Facilities*		
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 microphones at the presiding officer's table and EMCEE and 2-4 microphones for both sides of the meeting	[]	[]
g. With standby first aid kit and BP Apparatus	[]	[]
6. Other Requirements*		
a. 2 days after being determined as the lowest calculated and responsive bidder by the BAC, establishment should prepare for the Ocular Inspection by the End-User and Supply Officer of the 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. Function room provides good ambience and conducive to learning.....	[]	[]
d. 24/7 Security Services *.....	[]	[]

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CATERING SERVICES:		
A. Location must be INSIDE or NEAR the Function Room * (Mandatory).....	[]	[]
JANUARY 31-FEBRUARY 1, 2019		
• 43 pax - Breakfast,	[]	[]
• 43 pax AM snacks (snacks should be served between 9:00-11:00 AM)	[]	[]
• 43 pax PM snack (snacks should be served between 2:00-4 PM)	[]	[]
• 43 pax Buffet Lunch and Dinner.....	[]	[]
1. Salad/Soup*.....		
2. Main Courses (at least 3 variants of meat dish or 1 meat, 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*	[]	[]
<i><u>In all instances, there should be buffer for meals good for 5persons</u></i>	[]	[]
FEBRUARY 2, 2019		
• 43 pax - Breakfast,		
• 43 pax AM snacks (snacks should be served between 9:00-10:00 AM)		
• 43 pax Buffet Lunch	[]	[]
<input checked="" type="checkbox"/> Salad/Soup*.....		
<input checked="" type="checkbox"/> Main Courses (at least 3 variants of meat dish or ○ 1 meat, 1 seafood or 1 fish dishes; and 1 variant vegetables dish)*.....		
<input checked="" type="checkbox"/> Rice (Steamed or Fried/Garlic)*.....		
<input checked="" type="checkbox"/> Dessert*.....		
• Drinks (at least one (1) round of tea/juice/soda for every meal and snack)*.....	[]	[]
• Provision of free flowing coffee/tea/water*	[]	[]

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

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.

Please quote your best offers for the items below and **submit this proposal not later than 10:00 A.M., January 28, 2019 (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
<u>STRATEGIC PLANNING WORKSHOP CUM 1ST MANCOM MEETING FOR CY 2019 to be conducted on JANUARY 31-FEBRUARY 2, 2019 in KORONADAL CITY .</u>	Php 189,200.00

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)
Date of Activity: JANUARY 31-FEBRUARY 1, 2019					
Meals - Breakfast		n/a	43	2	
Meals - AM Snacks		n/a	43	2	
Meals - Buffet Lunch		n/a	43	2	
Meals - PM Snacks		n/a	43	2	
Meals - Buffet Dinner		n/a	43	2	

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Accommodations		2	43	n/a	
Date of Activity (February 2, 2019)					
Meals - Breakfast		n/a	43	1	
Meals - AM Snacks		n/a	43	1	
Meals - Buffet Lunch		n/a	43	1	
Total Offered Proposal/Quotation					

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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