



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 (RFQ)

Date: 03 SEPTEMBER 2020

RFQ No.: SVP2020-09-013

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 Regional Bids and Awards Committee (RBAC), hereby intends to procure **GOODS AND SERVICES (Venue, Meals, Snacks and Room Accommodation)** on the conduct of **DILG XII MANAGEMENT OF CORONA VIRUS (COVID-19) SITUATION: RIATF/RTF EID MEETINGS** to be conducted on **September 10, 16-17, 23-24, 30, 2020; October 1, 7-8,14-15, 21-22, 28-29, 2020; November 4-5, 11-12, 18-19, 25-26, 2020; December 2-3, 9-10, 16-17, 23, 2020** at Koronadal City, South Cotabato Province.
2. In accordance with GPPB Resolution No. 13-2016 dated August 9, 2016 "Implementing Guidelines for Small Value Procurement (SVP) pursuant to Section 53.9 of the RIRR of RA9184, Request for Quotation (RFQ) for the said activity has been posted in the PhilGEPS.

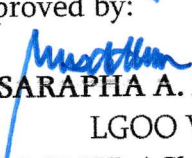
Submit your proposal/quotation for the procurement of **MEALS AND SNACKS** for **30 days**; and **MEALS AND SNACKS** broken down as follows: A. **AM Snacks** consists of snack and drinks; B. **LUNCH** consists of (3) main courses: 2 meat and 1 fish, 1 salad/soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snack and drinks; D. **DINNER** consists of (3) main courses: 2 meat and 1 fish, 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 09 SEPTEMBER 2020 (WEDNESDAY) for the specified goods and services, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

6. For any clarification, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Mr. Muhammad Farzieh B. Abutazil** at telephone numbers **(083) 228-7959 to 60 and (083) 228-1421** or email address at mail@region12.dilg.gov.ph.

Approved by:


MUSARAPHA A. ALIM, MPA
 LGOO VII

Chief, LGMED / Chairperson, RBAC



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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)	
DILG XII MANAGEMENT OF CORONA VIRUS (COVID-19) SITUATION: RIATF/RTF EID MEETINGS to be conducted on September 10, 16-17, 23-24, 30, 2020; October 1, 7-8, 14-15, 21-22, 28-29, 2020; November 4-5, 11-12, 18-19, 25-26, 2020; December 2-3, 9-10, 16-17, 23, 2020 at Koronadal City, South Cotabato Province.	Php 629,650.00	
Technical Specifications:		
Item Description	Compliance	
	Yes	No
I. Availability		
a. September 10, 16-17, 23-24, 30, 2020; October 1, 7-8, 14-15, 21-22, 28-29, 2020; November 4-5, 11-12, 18-19, 25-26, 2020; December 2-3, 9-10, 16-17, 23, 2020 (30D)*		
II. Location	Yes	No
a. WITHIN CITY PROPER *		
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. Other Requirements	Yes	No
a. 2 days after being determined as the lowest calculated and responsive bidder by the BAC, establishment should prepare for the Ocular Inspection to observe safety precautions on COVID-19 pandemic to be inspected by the BAC-TWG and/or End-User	[]	[]
b. The Caterer/Staff should wear complete PPE	[]	[]
c. Able to serve LSIs and ROFs at a moment notice	[]	[]



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* To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity	[]	[]	
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CATERING SERVICES:			
A. Location must be inside or near the Function Room *.....	[]	[]	
September 10, 16-17, 23-24, 30, 2020; October 1, 7-8, 14-15, 21-22, 28-29, 2020; November 4-5, 11-12, 18-19, 25-26, 2020; December 2-3, 9-10, 16-17, 23, 2020 at Koronadal City, South Cotabato Province.			
Meals for 30 persons *			
i. 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. Buffet Lunch <i>(Lunch should be served between 11:30 AM – 12:00 NN)</i>	[]	[]	
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*			
iii. Buffet Dinner <i>(Dinner should be served between 6:00 PM – 6:30 PM)</i>	[]	[]	
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)* Rice*			
3. Dessert*			
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	[]	[]	
1. 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., 09 SEPTEMBER 2020 (WEDNESDAY)**. The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget

Procurement Project	Total ABC
DILG XII MANAGEMENT OF CORONA VIRUS (COVID-19) SITUATION: RIATF/RTF EID MEETINGS to be conducted on September 10, 16-17, 23-24, 30, 2020; October 1, 7-8, 14-15, 21-22, 28-29, 2020; November 4-5, 11-12, 18-19, 25-26, 2020; December 2-3, 9-10, 16-17, 23, 2020 at Koronadal City, South Cotabato Province.	Php 629,650.00

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: September 10, 2020					
Meals-AM Snacks		n/a	30	1	
Meals-Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	
Meals - Dinner		n/a	30	1	
Date of Activity: September 16, 2020					
Meals-AM Snacks		n/a	30	1	
Meals-Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	
Meals - Dinner		n/a	30	1	
Date of Activity: September 17, 2020					



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Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: September 23, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: September 24, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: September 30, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: October 01, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: October 07, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	



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Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: October 08, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: October 14, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: October 15, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: October 21, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: October 22, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	



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Date of Activity: October 28, 2020					
Meals-AM Snacks		n/a	30	1	
Meals-Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	
Meals - Dinner		n/a	30	1	
Date of Activity: October 29, 2020					
Meals-AM Snacks		n/a	30	1	
Meals-Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	
Date of Activity: November 04, 2020					
Meals-AM Snacks		n/a	30	1	
Meals-Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	
Meals - Dinner		n/a	30	1	
Date of Activity: November 05, 2020					
Meals-AM Snacks		n/a	30	1	
Meals-Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	
Date of Activity: November 11, 2020					
Meals-AM Snacks		n/a	30	1	
Meals-Lunch		n/a	30	1	
Meals - PM Snacks		n/a	30	1	
Meals - Dinner		n/a	30	1	
Date of Activity: November 12, 2020					



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Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: November 18, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: November 19, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: November 25, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: November 26, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: December 02, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	



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Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: December 03, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: December 09, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: December 10, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Date of Activity: December 16, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	
Meals – Dinner		n/a	30	1	
Date of Activity: December 17, 2020					
Meals–AM Snacks		n/a	30	1	
Meals–Lunch		n/a	30	1	
Meals – PM Snacks		n/a	30	1	



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Date of Activity: December 23, 2020					
Meals–AM Snacks		n/a	34	1	
Meals–Lunch		n/a	34	1	
Meals – PM Snacks		n/a	34	1	
Meals – Dinner		n/a	34	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.