



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: 17 NOVEMBER 2020

RFQ No.: SVP2020-11-067

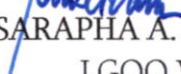
Name of Hotel/Venue:
Address:
Registered Business Name:
Address:
Business Permit No.
TIN:
PhilGEPS Reg. No.

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 **SEMINAR WORKSHOP ON PROFESSIONALIZING WORKPLACE CORRESPONDENCE AND DOCUMENTATION (BATCH 2)/CMGP** to be conducted on **December 9-11, 2020** at **Koronadal City**.
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** with **ACCOMMODATION** for 3 nights; 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 NOVEMBER 24, 2020 (TUESDAY) 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. Merriam D. Sarmiento and Ms. Herminia S. Ontoy 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, MPAS**  
 LGOO VII  
 Chief, LGMED / Chairperson, RBAC

*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 and administrative assistance 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

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.

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.

	Approved Budget for the Contract (ABC)		
Seminar Workshop on Professionalizing Workplace Correspondence and Documentation (Batch 2)/CMGP on December 9-11, 2020 in _____	Php <u>138,000.00</u>		
<b>Technical Specifications:</b>			
Item Description	Compliance		Remarks
<b>I. Availability</b>	Yes	No	
a. December 9-11, 2020 (Wednesday - Friday), 3D2N*			
<b>II. Location</b>	Yes	No	
a. WITHIN KORONADAL CITY – Approximately 2-3 KMS away from the City Center. *			
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 room:			
a. Function Hall can accommodate 30 persons following the social distancing protocol * .....	[ ]	[ ]	
b. *Long table with classroom table set up with desirable table clothing for formal occasion.....	[ ]	[ ]	
c. Extended area for workshop.....	[ ]	[ ]	

*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 and administrative assistance 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. 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 .....	[ ]	[ ]	
e. No bump-off of participants to other hotels* .....	[ ]	[ ]	
f. * 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 .....	[ ]	[ ]	
g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time.....	[ ]	[ ]	
<b>CATERING SERVICES: (PLATED)</b>			
A. Location must be inside or near the Function Room * .....	[ ]	[ ]	
<u>December 9-11, 2020 (Wednesday - Friday)</u>			
Meals for 23 persons *.....	[ ]	[ ]	
i. Two (2) Breakfast .....	[ ]	[ ]	
<i>(breakfast should be served between 6am-6:30am)</i>			
Day 2 – 23 persons.....	[ ]	[ ]	
Day 3 – 23 persons.....	[ ]	[ ]	
ii. Three (3) AM and Three (3) PM snacks* (Day 1 – 3).....	[ ]	[ ]	
<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>			
iii. Three (3) Lunch (Day 1-3).....	[ ]	[ ]	
<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*			
iv. Three (3) Dinner (Day 1-3).....	[ ]	[ ]	
<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*			

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 and administrative assistance 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

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 .....	[ ]	[ ]	
<b>7. Client Satisfaction</b>			
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., \_\_\_\_\_ (\_\_\_\_\_). The information stated below shall be the basis for the evaluation and calculation of your quotation.

*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 and administrative assistance 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

Summary of Approved Budget	
Procurement Project	Total ABC
Seminar Workshop on Professionalizing Workplace Correspondence and Documentation (Batch 2)/CMGP	Php <u>138,000.00</u>

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: December 9, 2020					
Meals-AM Snacks		n/a	23	1	
Meals-Lunch		n/a	23	1	
Meals - PM Snacks		n/a	23	1	
Meals -Dinner		n/a	23	1	
Accommodations		1	23	n/a	
Date of Activity: December 10, 2020					
Meals - Breakfast		n/a	23	1	
Meals-AM Snacks		n/a	23	1	
Meals- Lunch		n/a	23	1	
Meals - PM Snacks		n/a	23	1	
Meals -Dinner		n/a	23	1	
Accommodations		1	23	n/a	
Date of Activity: December 11, 2020					
Meals - Breakfast		n/a	23	1	
Meals-AM Snacks		n/a	23	1	

*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 and administrative assistance 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- Lunch		n/a	23	1	
Meals – PM Snacks		n/a	23	1	
Meals –Dinner		n/a	23	1	
Accommodations		1	23	n/a	
Total Offered Proposal/Quotation					

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

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

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

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

*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 and administrative assistance 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

### 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.

*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 and administrative assistance 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).*