



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

REQUEST FOR QUOTATION

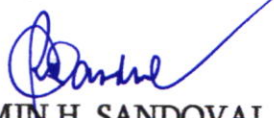
Date: 28 August 2018
 RFQ No.: 2018-08-061

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 **WRITESHOP ON THE 1ST DRAFT OF THE SOCCSKSARGEN PEACE AND DEVELOPMENT ROADMAP** on **SEPTEMBER 20-21, 2018** in **South Cotabato**.
2. The lease of venue including meals shall be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of R.A. 9184 and with GPPB Resolution No. 08-2009.

Submit your proposal/quotation for the procurement of **MEALS AND SNACKS** with **ACCOMMODATION** for **one (1) night**; and **MEALS AND SNACKS** broken down as follows:
 A. **AM Snacks** consists of snacks and drinks; B. **LUNCH (HALAL)** consists of (3) main courses: 1 meat, 1 fish and 1 seafood or vegetables, 1 salad/soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snacks and drinks; D. **DINNER HALAL** consists of (3) main courses: 1 meat, 1 fish and 1 seafood or vegetables, 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 10:00AM** of **30 August 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. Bids/Quotations/Interest 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. Ian Jon S. Clemente** at telephone numbers **(083) 877-2969, 228-7960** and **(083) 228-1421** or email address at **dilg_ro12@yahoo.com**.


RILIMIN H. SANDOVAL
 LGOO VII / Chairperson, BAC

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)520-0224 (083)228-1421 Email: dilg_ro12@yahoo.com Website: region12.dilg.gov.ph
 FAD (083)228-7960 • LGMED (083)877-2969 • LGCDD (083)877 2971



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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.

Procurement Project		Approved Budget for the Contract (ABC)	
Procurement of Accommodation and Catering Services on WRITESHOP ON THE 1ST DRAFT OF THE SOCCSKSARGEN PEACE AND DEVELOPMENT ROADMAP on SEPTEMBER 20-21, 2018 in South Cotabato		Php 56,250.00	
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. September 20-21, 2018 (Thursday-Friday), 2D*			
II. Location	Yes	No	
a. WITHIN SOUTH COTABATO *			
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 PLENARY HALL: (MANDATORY)			
a. Conference/plenary hall which can accommodate 25-30 persons and LOCATED WITHIN OR INSIDE THE HOTEL*	[]	[]	
b. At least 4 round conference tables with table set up and desirable table clothing with center piece for formal occasion with banquet chairs*.....	[]	[]	

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