



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

REQUEST FOR QUOTATION

Date: *16 OCTOBER 2018*

RFQ No.: *2018-10-104*

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 ORIENTATION/TRAINING ON THE ENHANCED MODULE ON THE PREVENTION OF VIOLENT EXTREMISM ON NOVEMBER 8-9, 2018 IN GENERAL SANTOS CITY.**

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 **TWO (2) nights**; and **MEALS AND SNACKS** broken down as follows: A. **AM Snacks** consists of snacks and drinks; B. **LUNCH (HALAL)** consists of (4) main courses: 2 meats, 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 (4) main courses: 2 meats, 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 10AM of October 22, 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 **MS. JOANNE A. CASTRE** 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
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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)		
1. Procurement of Accommodation and Catering Services on the CONDUCT OF ORIENTATION/TRAINING ON THE ENHANCED MODULE ON THE PREVENTION OF VIOLENT EXTREMISM on November 8-9, 2018 in GENERAL SANTOS CITY.	Php 405,500.00		
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. NOVEMBER 8-9, 2018 (THURSDAY-FRIDAY), 2D*			
II. Location	Yes	No	
a. WITHIN GENERAL SANTOS 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. Venue	Yes	No	
1. Structural Condition*			
a. Foundation made of concrete and structural steel or both *	[]	[]	
2. Functionality of <u>PLENARY HALL:</u> <i>(MANDATORY)</i>			
a. Conference/plenary hall which can accommodate 130 persons and LOCATED WITHIN OR INSIDE THE HOTEL*.....	[]	[]	
b. At least 25 conference tables with table set up and desirable	[]	[]	

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