

#### 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

31 OCTOBER 2018 RFQ No.: 2018-10-115

Name of Hotel/Venue:	
Address:	
Registered Business Name:	_
Address:	
Business Permit No.	
ΓΙΝ:	
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 (venue, meals and room accommodation) on the conduct of Seminar-Workshop on Agency Procurement Compliance and Performance Indicator (APCPI) Batch 1 to be conducted on November 12 15, 2018 in General Santos 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 (65 pax for 1st and 2nd nights, 8 pax for 3rd/last night) for 3 nights; and MEALS AND SNACKS broken down as follows: A. AM Snacks (65 pax) - consists of 1 snack and drinks for 3 days; B. LUNCH (65 pax) - consists of (3) main courses: 2 meat and 1 fish, 1 vegetables, 1 salad/soup, 1 dessert, rice and drinks good for 3 days; C. PM Snacks (65 pax) consists of snack and drinks for 3 days; D. DINNER (65 pax for Day 1 and 2, 15 pax for day 3) - consists of (3) main courses: 2 meat and 1 fish, 1 vegetables, 1 salad/soup, 1 dessert, rice and drinks good for 3 days; E. Buffet Breakfast (15 pax for Day 1, 65 pax for Day 2 and 3, 8 pax for Day 4) - 2 main course (at least 1 meat or fish dish), salad/soup, rice (Fried or Plain) and fruits for 4 days.

- 3. DEADLINE OF SUBMISSION of your signed quotation/proposal is not later than 10:00 A.M. 05 NOVEMBER 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. Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below

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 to local government units.



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5. For any clarification, you may contact Ms. Katherine M. Llano, 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 dilg ro12@yahoo com

#### **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	Aj		Budget for the ract (ABC)
Seminar-Workshop on Agency Procurement Compliance and Performance Indicator (APCPI) – Batch 1 to be conducted on November 12-15, 2018 in General Santos City.		Php	291,650.00
Technical Specifications:			
Item Description	Comp	liance	Remarks
I. Availability	Yes	No	
a. November 12-15, 2018 (Monday - Thursday), 4D3N*			
II. Location	Yes	No	
a. WITHIN CITY PROPER *			
b. Free Parking Space *			
III. Neighborhood Data	Yes	No	



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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  1. Structural Condition* a. Foundation made of concrete and structural steel or both * 2. Functionality of room: b. Round /Long table with classroom table set up with desirable table clothing for formal occasion. c. With Presidential table which can accommodate at least 4 persons on stage. d. With 2 Secretariat's table. e. With podium and Philippine National flag. f. With at least 1 Projector, projector screen and tables for 2 projectors. g. With wide space (indoor) for activities and demonstration.  3. With free WIFI connection (at least 5-10mbps).  4. Room arrangements* a. Twin or Triple sharing* (with standard room size of 16sq or those with 1 star accreditation from DOT). b. Can accommodate for 65 persons on November 12-13, 2018 and 8 persons on November 14, 2018 – 3 nights in total c. With Breakfast d. With free WIFI Connection e. Complimentary bottled water and coffee. f. With telephone and cable TV inside the room 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		52	D 25.1125 (663) 677-2505 • EGCDD (663) 677-2971	-				
b. Proximity to Police and Fire Stations c. Proximity to Banks, Postal and Telecommunications service provider Provider  IV. Venue  1. Structural Condition* a. Foundation made of concrete and structural steel or both * 2. Functionality of room: a. Function Rooms can accommodate 65 persons * b. Round /Long table with classroom table set up with desirable table clothing for formal occasion c. With Presidential table which can accommodate at least 4 persons on stage d. With 2 Secretariat's table e. With podium and Philippine National flag f. With at least 1 Projector, projector screen and tables for 2 projectors g. With wide space (indoor) for activities and demonstration g. With wide space (indoor) for activities and demonstration g. With free WIFI connection (at least 5-10mbps) g. With free WIFI connection (at least 5-10mbps) g. With free WIFI connection (at least 3-10mbps) g. With Breakfast d. With Breakfast d. With Breakfast d. With free WIFI Connection e. Complimentary bottled water and coffee f. With telephone and cable TV inside the room b. Compliant with the standards provided by the Building Code of the Philippines c. If building has two floors, with one functional elevator c. If building has two floors, with one functional elevator c. If building has two floors, with one functional elevator c. If building has two floors, with one functional elevator c. If building has two floors, with one functional elevator		a	The management with Sanitary Terrific from					
c. Proximity to Banks, Postal and Telecommunications service provider		1.		[	]	[		
IV. Venue   Yes   No				1	1	1	}	
IV. Venue  1. Structural Condition* a. Foundation made of concrete and structural steel or both * 2. Function Rooms can accommodate 65 persons *		C	Proximity to Banks, Postal and Telecommunications service					
1. Structural Condition* a. Foundation made of concrete and structural steel or both * 2. Functionality of room: a. Function Rooms can accommodate 65 persons *	-	T	provider	[	]	[		
a. Foundation made of concrete and structural steel or both *  2. Functionality of room:  a. Function Rooms can accommodate 65 persons *	-			1	Yes		No	
2. Functionality of room:  a. Function Rooms can accommodate 65 persons *	1							
a. Function Rooms can accommodate 65 persons *		a.	Foundation made of concrete and structural steel or both *	1	1	1	1	
b. Round/Long table with classroom table set up with desirable table clothing for formal occasion	2	F	unctionality of room:					
b. Round/Long table with classroom table set up with desirable table clothing for formal occasion		a.	Function Rooms can accommodate 65 persons *	1	1	1	1	
table clothing for formal occasion.  c. With Presidential table which can accommodate at least 4 persons on stage.  d. With 2 Secretariat's table		b.	Round /Long table with classroom table set up with desirable		-		J	
c. With Presidential table which can accommodate at least 4 persons on stage			table clothing for formal occasion	[		[	]	
d. With 2 Secretariat's table		C.	With Presidential table which can accommodate at least 4					
d. With 2 Secretariat's table			persons on stage	1	1	ſ	1	
e. With podium and Philippine National flag		d.	With 2 Secretariat's table	ſ	i	-	i	
f. With at least 1 Projector, projector screen and tables for 2 projectors		e.	With podium and Philippine National flag	I	i	1	1	
g. With wide space (indoor) for activities and demonstration [ ] [ ] [ ] 3. With free WIFI connection (at least 5-10mbps) [ ] [ ] [ ] 4. Room arrangements*  a. Twin or Triple sharing* (with standard room size of 16sq or those with 1 star accreditation from DOT) [ ] [ ] [ ] 5. Can accommodate for 65 persons on November 12-13, 2018 and 8 persons on November 14, 2018 – 3 nights in total [ ] [ ] [ ] [ ] 7. C. With Breakfast [ ] [ ] [ ] [ ] 7. C. With free WIFI Connection [ ] [ ] [ ] [ ] 7. C. With telephone and cable TV inside the room [ ] [ ] [ ] 7. C. With telephone and cable TV inside the room [ ] [ ] [ ] [ ] 7. C. With the standards provided by the Building Code of the Philippines [ ] [ ] [ ] 7. C. If building has two floors, with one functional elevator [ ] [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors, with one functional elevator [ ] 7. C. If building has two floors are two floors and the context of the properties of the properties and the context of the properties of the properties of the properties of the properties of t		f.	With at least 1 Projector, projector screen and tables for 2		-		.1	
3. With free WIFI connection (at least 5-10mbps)				1	1	I	1	
3. With free WIFI connection (at least 5-10mbps)		g.	With wide space (indoor) for activities and demonstration	1	i	ſ	i	
4. Room arrangements*  a. Twin or Triple sharing* (with standard room size of 16sq or those with 1 star accreditation from DOT)					,		,	
4. Room arrangements*  a. Twin or Triple sharing* (with standard room size of 16sq or those with 1 star accreditation from DOT)	3.	W	ith free WIFI connection (at least 5-10mbps)	1	1	1	1	
a. Twin or Triple sharing* (with standard room size of 16sq or those with 1 star accreditation from DOT)					4	1	,	
b. Can accommodate for 65 persons on November 12-13, 2018 and 8 persons on November 14, 2018 – 3 nights in total c. With Breakfast								I
b. Can accommodate for 65 persons on November 12-13, 2018 and 8 persons on November 14, 2018 – 3 nights in total c. With Breakfast d. With free WIFI Connection e. Complimentary bottled water and coffee f. 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  [ ] [ ]		a.	Twin or Triple sharing* (with standard room size of 16sq or					
and 8 persons on November 14, 2018 – 3 nights in total  c. With Breakfast  d. With free WIFI Connection  e. Complimentary bottled water and coffee  f. 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  [ ] [ ] [ ]			those with 1 star accreditation from DOT)	[		1	1	
c. With Breakfast		b.	Can accommodate for 65 persons on November 12-13, 2018					
d. With free WIFI Connection e. Complimentary bottled water and coffee. f. 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  [ ] [ ] [ ]			and 8 persons on November 14, 2018 – 3 nights in total	[	1	1	1	
e. Complimentary bottled water and coffee		C.	With Breakfast	[	1	ſ	1	
f. With telephone and cable TV inside the room		d.		I	1	I	1	
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 [ ] [ ]		e.	Complimentary bottled water and coffee	[	1	1	1	
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		f.	With telephone and cable TV inside the room	I	1	1	i	
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	5	Fa	cilities*					1
b. Compliant with the standards provided by the Building Code of the Philippines								
of the Philippines				l	]	L	]	
c. If building has two floors, with one functional elevator [ ] [ ]		U.	of the Philipping	F	,		,	
d. Accessible emergency exit and with standby fire extinguisher				l	]	L	1	
u. Accessible emergency exit and with standby fire extinguisher			A consible an arrange in the functional elevator	1	1	-	J	
		u.	Accessible emergency exit and with standby fire extinguisher	r	,			
	_			L		L	]	

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e. Available telephone and/or internet conn	ection*	ſ	1	Г	1	
f. Audible and Operational Sound System *	(at least 3 wireless	L	1	l	1	
microphone at the presidential table and	EMCEE 1 4 E					
microphone with stand for audience)	EWICEE and 4-5		,		.	
g With standby first aid lit and DD A		l		1		
g. With standby first aid kit and BP Apparat	us					
6. Other Requirements				T		
•						
<ol> <li>2 days after being determined as the lower</li> </ol>	est calculated and					
responsive bidder by the BAC, establishm	nent should prepare					
for the Ocular Inspection by the BAC-TV	VG and/or End-User					
of the venue/hall and rooms and food tast	ting (good for 3-4					
persons only)	8 (8 5 5 1 1 5 1	I	1	Ţ	1	
b. Provision of Janitorial and Maintenance S	Services */etandby	L	1	ı	J	
technician at the venue in cases of sound	system and airean					
malfunction and waiters/waitress to cater	system and aircon					
			7			
participants)		l	J	1		
c. Function room provides good ambience a						
learning				[		
d. 24/7 Security Services *		[		[		
CATERING SERVICES:						
A. Location must be inside or near the Funct	tion Room *	1	1	[	]	
			1			
November 12-15, 2018 (Monday - Thursday)						
Meals for 65 persons *		ſ	1	Г	1	
		1	1	I	1	
i. Four (4) Buffet Breakfast		l	1	l	1	
Day 1 - 15 persons		1	]	L	]	
Day 2 and 3 - 65 persons		l	]			
Day 4 - 8 persons		1			]	
(breakfast should be served between 6:00a	am-7:00am)					
:: There (2) AM/TH (2) DAY		r	1	г	1	
ii. Three (3) AM/ Three (3) PM snacks*		L		1	1	
(AM snacks should be served between 9:3	0 AM - 10:AM while					
PM snacks should be served between 2:30	PM – 3:00PM or upon					
request by the Secretariat)						
iii. Three (3) Buffet Lunch						
1. Salad/Soup*		[	]		]	
2. Main Courses (at least 3 variants of					-	
(== tout o variants of	meat disii Ui					

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1 meat and 1 fish dishes; and 1 variant vegetables dish)*  3. Rice*  4. Dessert*  (Lunch should be served between 11:30 AM – 12:00 NN in two (2) separate tables)		]	[	]	
<ul> <li>iv. Three (3) Buffet Dinner</li> <li>1. Salad/Soup*</li> <li>2. Main Course (at least 3 variants of meat dish or 1 meat and 1 fish dishes; and 1 variant vegetables dish)*</li> </ul>		]		]	
3. Rice* 4. Dessert* (Dinner should be served between 6:00 PM – 6:30 PM)	1 [	]	1 [	]	
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	]	1	]	]	
7. Client Satisfaction	Ī	Ì	Ī	j	
i. Establishment should appropriately address the feedback and ensures client satisfaction during the activity	I	]		]	
	[	]	[	]	



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Please quote your best offers for the items below and submit this proposal not later than 10:00 A.M., 05 NOVEMBER 2018 CMONDAY). The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Seminar-Workshop on Agency Procurement Compliance and Performance Indicator (APCPI) – Batch 1 to be conducted on November 12-15, 2018 in General Santos City.	Php 291,650.00

ltem	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: November 12, 2018	}				
Meals - Buffet Breakfast		n/a	15	1	
Meals - AM Snacks		n/a	65	1	
Meals – Buffet Lunch		n/a	65	1	
Meals - PM Snacks		n/a	65	1	
Meals – Buffet Dinner		n/a	65	1	
Accommodation		1	65	n/a	
Date of Activity: November 13, 2018	1				
<b>Meals</b> – Buffet Breakfast		n/a	65	1	
Meals - AM Snacks		n/a	65	1	
Meals – Buffet Lunch		n/a	65	1	
Meals - PM Snacks		n/a	65	1	

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 $We \ uphold \ customer \ satisfaction \ and \ continual \ improvement \ of \ our \ Quality \ Management \ System's \ effectiveness, \ compliant \ to \ applicable$ laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).



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ltem	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)
Meals – Buffet Dinner		n/a	65	1	
Accommodation		1	65	n/a	
Date of Activity: November 14, 20	18				
Meals – Buffet Breakfast		n/a	65	1	
Meals - AM Snacks		n/a	65	1	
Meals – Buffet Lunch		n/a	65	1	
Meals - PM Snacks		n/a	65	1	
Meals – Buffet Dinner		n/a	15	1	
Accommodation		1	8	n/a	
Date of Activity: November 15, 20	18				
Meals – Buffet Breakfast		n/a	8	1	

Signature over Printed Na	ame
Telephone or Mobile Numl	oer
Email Address	
Date Accomplished	

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#### Terms and Conditions

- 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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10.31.2018

Date:

# **PURCHASE REQUEST**

2018-10-737

Entity Name: Department of the Interior and Local Government, Region XII Fund Cluster:

Division/Section:

ORD-PDMU Responsibility Center Code: Stock/ Unit Item Description Quantity Unit Cost Total Cost Property No. Job Order, provision of catering services and room accommodation November 12, 2018 (Monday) Breakfast pax 15 200.00 3,000.00 AM Snacks pax 65 100.00 6,500.00 Lunch pax 65 400.00 26,000,00 PM Snacks pax 65 100.00 6,500.00 Dinner pax 400.00 65 26,000.00 Accommodation pax 600.00 39.000.00 November 13, 2018 (Tuesday) Breakfast pax 200.00 13.000.00 AM Snacks pax 65 100.00 6,500.00 Lunch pax 65 400.00 26,000.00 PM Snacks pax 100.00 6,500.00 pax Dinner 65 400.00 26,000.00 Accommodation pax 65 600.00 39,000.00 November 14, 2018 (Wednesday) Breakfast pax 65 200.00 13,000.00 AM Snacks 65 100.00 6,500.00 Lunch pa 65 400.00 26,000.00 FUNDS ALLOCATED PM Snacks pa .....000...... 65 150.00 9,750.00 Til PUNCTION PROJECT /ACTIVITY: pak Dinner 15 400.00 6,000.00 COST ESTIMATE: Accommodation SUDGET OFFICER /EXAM. ..... 8 600.00 4,800.00 50 November 15, 2018 (Thursday) Breakfast G-1 200.00 1,600.00 3 \*\*\*\*\*\*\* nothing follows\*\*\*\*\*\* CERTIFICATION NOTE: This is to certify that the item/s listed-1 Procurement Pan (APP) 2018 113 T - Twin Sharing S be procured F Target Participants: Batch I on November 12-14, 2018 PS BOM (P) OUTSIDE PS-D (Nov. 15, 2018 will be the departure of selected LGUs/Guests) Provinces of Sultan Kudarat & South Cotabato, PLGU-Cotabato & Sarangani 291,650.00 Purpose: For Seminar-Workshop on Agency Procurement Compliance and Performance Indicator (APCPI) in General Santos City. Requested by: Approved by: Signature REYNALDO M. CESO IV Printed Name Region Director Designation