



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

Date: 15 November 2018

RFQ No.: 2018-11-144

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 (venue, meals and room accommodation)** on the conduct of **Writeshop for the Completion of the Provincial Governance Reform Roadmap (PGRR) for the Provinces of Sarangani and Sultan Kudarat** to be conducted on **November 27-30, 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** (25 pax for day 1 and 2, 4 pax for day 3) for 3 nights; and **MEALS AND SNACKS** broken down as follows: A. **AM Snacks** (25 pax) - consists of 1 snack and drinks for 3 days; B. **LUNCH** (25 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** (25 pax) - consists of snack and drinks for 3 days; D. **DINNER** (25 pax for day 1 and 2, 4 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** (10 pax for day 1, 25 pax for day 2 and 3, 4 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. 20 November 2018 (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.

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.

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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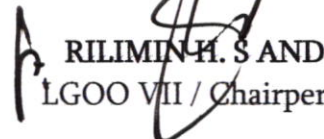
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5. For any clarification, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Ms. Herminia S. Ontoy** at telephone numbers **(083) 228-7959 to 60 and (083)228-1421** or email address at **dilg_ro12@yahoo.com**.


RILIMIN H. SANDOVAL
 LGOO VII / Chairperson, BAC
 11.19

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)		
Writershop for the Completion of the Provincial Governance Reform Roadmap (PGRR) for the Provinces of Sarangani and Sultan Kudarat to be conducted on November 27-30, 2018 in General Santos City.	Php 111,800.00		
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. November 27-30, 2018 (Tuesday - Friday), 4D3N*			
II. Location	Yes	No	
a. OUTSIDE CITY PROPER			
b. Free Parking Space *			
III. Neighborhood Data	Yes	No	

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