



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: 23 NOVEMBER 2018

RFQ No.: 2018-11-148

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 **TRAINING CUM ORIENTATION ON BARANGAY DRUG-CLEARING PROGRAM (BDCP) AND BARANGAY ANTI-DRUG ABUSE COUNCIL (BADAC) FUNCTIONALITY INDICATORS** to be conducted on **November 29, 2018 (Cluster 4)** in Koronadal City, South Cotabato.

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** for **ONE (1)** night; and **MEALS AND SNACKS** broken down as follows:
 A. **AM Snacks** consists of snack and drinks; B. **LUNCH** consists of **FOUR (4) HALAL** main courses: 2 meat and 2 fish/seafood, 1 salad/soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snack and drinks; D. **DINNER** consists of **FOUR (4) HALAL** main courses: 2 meat and 2 fish/seafood, 1 salad/soup, 1 dessert, rice and drinks E. **Buffet Breakfast : HALAL** 2 main course (at least 1 meat or fish/seafood 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 26 NOVEMBER 2018 (MONDAY) 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. Katherine M. Llano, Ms. Merriam D. Sarmiento** and Mr./Ms. **MUHAMMAD G. NANDING, JR.** at telephone numbers **(083) 228-7959 to 60 and (083) 228-1421** or email address at **dilg_ro12@yahoo.com**.

Noted by:

Focal Person / End-User

Approved by:

RILIMIN H. SANDOVAL
 LGOO VII / Chairperson, BAC

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. (LUPADDOSE).



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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.**

		Approved Budget for the Contract (ABC)		
<u>Procurement of Accommodation and Catering Services on the TRAINING CUM ORIENTATION ON BARANGAY DRUG-CLEARING PROGRAM (BDGP) AND BARANGAY ANTI-DRUG ABUSE COUNCIL (BADAC) FUNCTIONALITY INDICATORS</u> to be conducted on <u>November 29, 2018 (Cluster 4)</u> in <u>Koronadal City, South Cotabato.</u>		Php 186,200.00		
Technical Specifications:				
Item Description		Compliance		Remarks
		Yes	No	
I. Availability		Yes	No	
a. <u>NOVEMBER 29, 2018 (Thursday), 1D*</u>				
II. Location		Yes	No	
a. <u>WITHIN KORONADAL CITY, SOUTH COTABATO *</u>				
b. <u>Free Parking Space *</u>				
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. <u>Foundation made of concrete and structural steel or both *</u>		[]	[]	
2. Functionality of room: <u>CONFERENCE HALL (MANDATORY)</u>				
a. <u>Conference room which can accommodate 250-300 persons and LOCATED WITHIN OR INSIDE THE HOTEL.....</u>		[]	[]	
b. <u>At least 35 long conference table with classroom table set up</u>		[]	[]	

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