



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 January 2019
 RFQ No.: 2019-01-015

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 **STRATEGIC PLANNING WORKSHOP CUM 1ST MANCOM MEETING FOR CY 2019** to be conducted on **January 31,- February 2, 2019** in **KORONADAL 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** for 2 nights; and **MEALS AND SNACKS** broken down as follows:
 A. **BREAKFAST**; B. **AM Snacks** consists of snacks and drinks; C. **LUNCH** consists of (3) main courses: 1 meats, 1 seafood and 1 fish, 1 salad/soup, 1 dessert (fruits), rice and drinks; D. **PM Snacks** consists of snacks and drinks; E. **DINNER** consists of (3) main courses: 1 meats, 1 seafood and 1 fish, 1 salad/soup, 1 dessert (fruits), rice and drinks

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M.** of January 28, 2019 (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 clarifications and details of the activity, you may contact **IAN JON S. CLEMENTE** at (083) 877-2969 or Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento at telephone numbers (083) 228-7959 to 60 or email us at **lgsdxxii@yahoo.com** or **dilg_ro12@yahoo.com**.

Noted by:

IAN JON S. CLEMENTE
 Planning Officer-Designate / End-User

Approved by:

MUSARAPHA A. ALIM, MPA
 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, incentives and rewards and administrative assistance 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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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>STRATEGIC PLANNING WORKSHOP CUM 1ST MANCOM MEETING FOR CY 2019</u> to be conducted on <u>January 24-25, 2019</u> in <u>KORONADAL CITY</u> .	Php 189,200.00	
Technical Specifications:		
Item Description	Compliance	
	Yes	No
I. Availability		
a. JANUARY 31-FEBRUARY 2, 2019 (THURS-SAT) 3D*		
II. Location		
a. WITHIN CITY OF KORONADAL *		
b. Free Parking Space *		
III. Neighborhood Data		
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:		
a. Function Rooms can accommodate <u>40-50</u> persons *	[]	[]
b. U-shape table set up (for formal meeting) with desirable table clothing	[]	[]
c. With 2 Secretariat's table		
d. With podium and Philippine National flag.....	[]	[]
e. With at least 1 Projector, projector screen and tables for 2 projectors.....	[]	[]

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