



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: mail@region12.dilg.gov.ph • 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: **13 FEBRUARY 2019**
 RFQ No.: **2019-02-018**

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 snacks)** on the conduct of **SPECIAL RPOC MEETING** on **FEBRUARY 20, 2019** in **KORONADAL 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** for **1 DAY** 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;

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. of February 18, 2019** 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** at telephone numbers **(083) 877-2969, 228-7960 and (083) 228-1421** or email address at **dilg_ro12@yahoo.com**.


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).

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the following item/s as follows:

Legend:

<u>INSTRUCTIONS:</u>
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.

*** MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.**

Procurement Project	Approved Budget for the Contract (ABC)		
Procurement of Catering Services on SPECIAL RPOC MEETING on FEBRUARY 20, 2019 in KORONADAL CITY.	Php 97,500.00		
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. February 20, 2019 (1D*)			
II. Location	Yes	No	
a. WITHIN KORONADAL 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 PLENARY HALL: (MANDATORY)			
a. Conference/plenary hall which can accommodate 150-200 persons and LOCATED WITHIN OR INSIDE THE HOTEL*	[]	[]	
b. At least 10 conference tables with table set up and desirable table clothing with banquet chairs*..... (U-type set-up for a meeting) and extra 10 round tables with table clothing	[]	[]	
c. With 4 Secretariat's table for REGISTRATION*	[]	[]	
d. With 3 Flag Poles for the Philippine National Flag & DILG			

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).