



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: 26 FEBRUARY 2019

RFQ No.: 2019-02-019

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 (Catering Services, Food and Accommodation) on the conduct of TRAINING ON THE PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE ON HUMAN RESOURCE MANAGEMENT (PRIME-HRM) to be conducted on March 10-12, 2019 (Sunday – Tuesday) in the City of Koronadal, Province of 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 Two (2) nights; and **MEALS AND SNACKS** broken down as follows:
 A. **AM Snacks** consists of snacks and drinks; B. **LUNCH** consists of (4) main courses (HALAL): 2 meat and 1 fish, 1 soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snacks and drinks; D. **DINNER** consists of (4) main courses (HALAL): 2 meat and 1 fish, 1 soup, 1 dessert, rice and drinks; E. **Buffet Breakfast (FREE)** : 2 main course (at least 1 meat or fish 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 04 MARCH 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 clarification, you may contact **Ms. Katherine M. Llano** or **Ms. Merriam D. Sarmiento** at telephone numbers **(083) 228-7959 to 60** and **(083) 228-1421** or email address at **mail@region12.dilg.gov.ph**.

Approved by:

Musarapha A. Alim
MUSARAPHA A. ALIM, MPA

LG00 VII
Chairperson, RBAC

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 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. (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)	
TRAINING ON THE PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE ON HUMAN RESOURCE MANAGEMENT (PRIME-HRM) to be conducted on March 10-12, 2019 (Sunday – Tuesday) in the City of Koronadal, Province of South Cotabato.		Php 256,000.00	
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. MARCH 10-12, 2019 (Monday-Tuesday), 3D*			
II. Location	Yes	No	
a. WITHIN KORONADAL CITY *			
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 room:			
a. Function Rooms can accommodate 60 persons *	[]	[]	
b. Round table with classroom table set up with desirable table clothing for formal occasion.....	[]	[]	
c. With Presidential table which can accommodate at least 5 persons on stage	[]	[]	
d. With 1 Secretariat's table	[]	[]	
e. With podium and Philippine National flag.....	[]	[]	
f. With at least 1 Projector, projector screen and tables the projector.....	[]	[]	

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