



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: 27 March 2019

RFQ No.: 2019-03-032

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 **CY 2019 Performance Challenge Fund (PCF) Regional Summit** to be conducted on **April 10-12, 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. **AM Snacks** consists of 1 snack and drinks for 2 days; B. **LUNCH** consists of (3) main courses: 2 meat and 1 fish, 1 vegetables, 1 salad/soup, 1 dessert, rice and drinks good for 1 day; C. **PM Snacks** consists of snack and drinks for 2 days; D. **DINNER** consists of (3) main courses: 2 meat and 1 fish, 1 vegetables, 1 salad/soup, 1 dessert, rice and drinks good for 2 days; E. **Buffet Breakfast**: 2 main course (at least 1 meat or fish dish), salad/soup, rice (Fried or Plain) and fruits for 2 days.

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. 01 APRIL 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, 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**.


MUSARAPHA A. ALIM
 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. (LUPAD DOSE).



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

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)		
CY 2019 Performance Challenge Fund (PCF) Regional Summit to be conducted on April 10-12, 2019 in Koronadal City		Php 786,000.00		
Technical Specifications:				
Item Description		Compliance		Remarks
I. Availability		Yes	No	
a. April 10-12, 2019 (Thursday), 3D*				
II. Location		Yes	No	
a. WITHIN 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 room:				
a. Function Rooms can accommodate atleast 400 persons *		[]	[]	
b. Round table with Conference type table set up with desirable table clothing for formal occasion.....		[]	[]	
c. With Presidential table which can accommodate at least 6 persons on stage.....		[]	[]	
d. With 2 Secretariat's table		[]	[]	
e. With podium and Philippine National flag.....		[]	[]	

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).