



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: 10 - APRIL 2019  
 RFQ No.: 2019-04-036

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, Snacks and Room Accommodation)** on the conduct of **REFRESHER COURSE FOR DRIVERS ON TRAFFIC RULES AND REGULATION, HANDLING OF VIPs, ETHICAL STANDARDS AND REPORTING CUM REGIONAL WORKING GROUP CASCADING SESSION** to be conducted on April 16-17, 2019 (Tuesday-Wednesday) at Lake Sebu, South Cotabato Province.

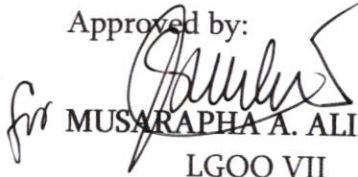
2. In accordance with GPPB Resolution No. 13-2016 dated August 9, 2016 "Implementing Guidelines for Small Value Procurement pursuant to Section 53.9 of the RIRR of RA9184, Request for Quotation (RFQ) for the said activity has been posted in the PhilGEPS.

Submit your proposal/quotation for the procurement of **MEALS AND SNACKS** with **ACCOMMODATION** for 1 night; and **MEALS AND SNACKS** broken down as follows:  
 A. **AM Snacks** consists of snack and drinks; B. **LUNCH (HALAL)** consists of (4) variants of fish, salad/soup, dessert, rice and drinks; C. **PM Snacks** consists of snack and drinks; D. **DINNER** consists of (HALAL) consists of (4) variants of fish, salad/soup, dessert, rice and drinks E. **Buffet Breakfast** : 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 15 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** and **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](mailto:mail@region12.dilg.gov.ph).

Approved by:  
  
 for **MUSARAPHA A. ALIM, MPA**  
 LGOO VII  
 Chief, LGMED / 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)
REFRESHER COURSE FOR DRIVERS ON TRAFFIC RULES AND REGULATION, HANDLING OF VIPs, ETHICAL STANDARDS AND REPORTING CUM REGIONAL WORKING GROUP CASCADING SESSION to be conducted on April 16-17, 2019 (Tuesday-Wednesday) at Lake Sebu, South Cotabato Province.			Php 114,400.00
<b>Technical Specifications:</b>			
Item Description	Compliance		Remarks
<b>I. Availability</b>	Yes	No	
a. APRIL 16-17, 2019 (TUESDAY-WEDNESDAY), 1 ½ D*			
<b>II. Location</b>	Yes	No	
a. WITHIN LAKE SEBU SOUTH COTABATO *			
b. Free Parking Space *			
<b>III. Neighborhood Data</b>	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 ..	[ ]	[ ]	
<b>IV. Venue</b>	Yes	No	
1. Structural Condition*			
a. Foundation made of concrete and structural steel or both * .....	[ ]	[ ]	
2. Functionality of room:			
a. Function Rooms can accommodate 44 persons * .....	[ ]	[ ]	
b. Long table with classroom table set up with desirable table clothing for formal occasion.....	[ ]	[ ]	
c. With Presidential table which can accommodate at least 10 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 table for 1 projector..	[ ]	[ ]	

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