



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

**"Matino, Mahusay at Maaasahan"**

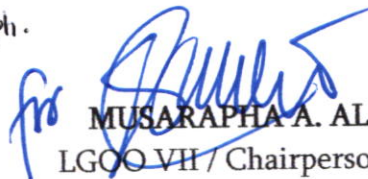
Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

**REQUEST FOR QUOTATION**

Date: 21 JUNE 2019  
 RFQ No.: 2019-06-057

Name of Hotel/Venue:
Address:
Registered Business Name:
Address:
Business Permit No.
TIN:
PhilGEPS Reg. No.

- 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 **Training-Workshop on the Formulation of the Enhanced Local Climate Change Action Plan (E-LCCAP)- Phase I** on July 7-10, 2019 and to be conducted in **Koronadal City, South Cotabato**.
- 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 15 participants for July 7, 2019 and 80 participants for July 8-10, 2019 for Meals and Snacks with **ACCOMMODATION** for 3 nights; and **MEALS AND SNACKS** broken down as follows: A. **AM Snacks** consists of snack and drinks; B. **LUNCH** consists of (3) main courses: 2 meat and 1 fish, 1 salad/soup, 1 dessert, rice and drinks; C. **PM Snacks** consists of snack and drinks; D. **DINNER** consists of (3) main courses: 2 meat and 1 fish, 1 salad/soup, 1 dessert, rice and drinks E. **Breakfast**: 2 main course (at least 1 meat or fish dish), rice (Fried or Plain), coffee and fruits.
- DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. of 25 JUNE 2019 (TUESDAY)** for the specified goods and services, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).
- Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.
- For any clarification, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento,** and/or **Mr. Relmie T. Tamson** at telephone numbers **(083) 228-7959, 877-2971** and **(083) 228-1421** or email address at **mailto:region12-dilg.gov.ph**.

  
**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, administrative assistance, 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. (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-Workshop on the Formulation of the Enhanced Local Climate Change Action Plan (E-LCCAP)-Phase I on July 7-10, 2019 and to be conducted in Koronadal City, South Cotabato.	Php 384, 250.00		
<b>Technical Specifications:</b>			
<b>Item Description</b>	<b>Compliance</b>		<b>Remarks</b>
<b>I. Availability</b>	<b>Yes</b>	<b>No</b>	
a. July 7-10, 2019 (Sunday-Wednesday), 4D*			
<b>II. Location</b>	<b>Yes</b>	<b>No</b>	
a. WITHIN CITY PROPER *			
b. Free Parking Space *			
<b>III. Neighborhood Data</b>	<b>Yes</b>	<b>No</b>	
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>	<b>Yes</b>	<b>No</b>	
1. Structural Condition*			
a. Foundation made of concrete and structural steel or both *	[ ]	[ ]	
2. Functionality of <u>room</u> :			
a. Function Rooms can accommodate 80 persons and spacious for workshops *.....	[ ]	[ ]	
b. Round tables with classroom table set up with desirable table clothing for formal occasion*.....	[ ]	[ ]	
c. Audible sound system with at least 4 wireless microphones and 3 microphones with stand*.....	[ ]	[ ]	

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