

"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 (RFQ)

Date: 17 NOVEMBER 2020 RFQ No.: SVP2020-11-067

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 Regional Bids and Awards Committee (RBAC), hereby intends to procure GOODS AND SERVICES (Venue, Meals, Snacks and Room Accommodation) on the conduct of <u>SEMINAR WORKSHOP</u> <u>ON PROFESSIONALIZING WORKPLACE CORRESPONDENCE AND DOCUMENTATION</u> (<u>BATCH 2)/CMGP</u> to be conducted on <u>December 9-11, 2020</u> at <u>Koronadal City</u>.
- In accordance with GPPB Resolution No. 13-2016 dated August 9, 2016 "Implementing Guidelines for Small Value Procurement (SVP) 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 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. 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 <u>10:00 A.M.</u> of <u>NWEMBER</u> <u>24</u>, <u>2020</u> (<u>TUESOAY</u>) 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.
- For any clarification, you may contact Ms. Merriam D. Sarmiento and Ms. <u>Herminia S. Ontoy</u> at telephone numbers (083) 228-7959 to 60 and (083) 228-1421 or email address at <u>mail@region12.dilg.gov.ph</u>.

Approved b MUSARA 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.



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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.

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 disgualify your quotation.

any of the mandatory requirements will disqualify your	quotatio)[].	
	Approv	and the second se	get for the Contract ABC)
Seminar Workshop on Professionalizing Workplace Correspondence and Documentation (Batch 2)/CMGP on December 9-11, 2020 in		Php <u>1</u>	38,000.00
Technical Specifications:	I		
Item Description	Comp	liance	Remarks
I. Availability	Yes	No	
a. December 9-11, 2020 (Wednesday - Friday), 3D2N*			
II. Location	Yes	No	
 a. WITHIN KORONADAL CITY – Approximately 2-3 KMS away from the City Center. * 			
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	
 Structural Condition* a. Foundation made of concrete and structural steel or both * Functionality of room: 	[]	[]	
 a. Function Hall can accommodate 30 persons following the social distancing protocol * b. *Long table with classroom table set up with desirable table 	[]	[]	
clothing for formal occasion c. Extended area for workshop	[]	[]	

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	10 pe *With . *With g. *With	a Presidential table which can accommodate at least rsons on stage a 1 Secretariat's table a podium and Philippine National flag a at least 1 Projector, projector screen and tables for 2 ctors	[[[]]]	[[[]]]	
3. 4.	Room an a. Can (1Ni	ee WIFI connection (at least 10mbps) rrangements* accommodation for 23 persons on December 9, 2020 ght), 23 persons on December 10, 2020 (1Night), and 23	[]	[]	
	-	ons on December 11, 2020 (1Night) (Individual * Room Requirements No. of Rooms Matrimonial Bed	[]]]	
	c. Free	Triple Bed Twin Bed Single Bed n free WIFI Connection breakfast, drinking water, and coffee]]]	[[[[]]]	
5.	Facilitie] []	[]	
	b. Com of thc. If but	inuous water supply and accessible comfort rooms pliant with the standards provided by the Building Code e Philippines ilding has two floors, with one functional elevator essible emergency exit and with standby fire extinguisher	[[[]]]	[[]]]	
	e. Avai f. Aud micr micr	lable telephone and/or internet connection [*] ible and Operational Sound System * (at least 3 wireless rophone at the presidential table and EMCEE and 4-5 rophone with stand for audience)	[[[]]]	[]]]	
6.	Other R a. 2 day resp for t User	equirements ys after being determined as the lowest calculated and onsive bidder by the BAC, establishment should prepare he Ocular Inspection by the BAC-TWG and/or End- of the venue/hall and rooms and food tasting (good for persons only)	[]	[]	

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

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b. Provision of Janitorial and Maintenance Services *(standby technician at the venue in cases of sound system and aircon malfunction and waiters/waitress to cater the needs of the participants)	technician at the venue in cases of sound system and aircon malfunction and waiters/waitress to cater the needs of the participants) c. Function room provides good ambience and conducive to learning e. No bump-off of participants to other hotels" f. * To comply with the CODE ZOE of the DIIG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity g. To minimized the COVID-19 outbreak, caterer/s shall wear 				
participants)[1][1]c. Function room provides good ambience and conducive to learning.[1][1]d. *247 Security Services.[1][1]e. No bump-off of participants to other hotels*[1][1]f. *To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity[1][1]g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time.[1][1]g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time.[1][1]December 9-11, 2020 (Wednesday - Friday)[1][1][1]Meals for 23 persons *.[1][1][1]Day 3 - 23 persons.[1][1][1]Day 3 - 23 persons.[1][1][1]i. Three (3) AM and Three (3) PM snacks' (Day 1 - 3).[1][1]ii. Three (3) AM and Three (3) PM snacks' (Day 1 - 3).[1][1]iii. Three (3) AM and Three (3) PM snacks' (Day 1 - 3).[1][1]iii. Three (3) AM and Three (3) PM snacks' (Day 1 - 3).[1][1]iii. Three (3) AM and Three (3) PM snacks * (Day 1 - 3).[1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1]iii. Three (3) Dinner (Day 1-3).[1][1][1]iii. Three (3) Dinner (Day 1-3).[1][1][1]iii. Three (3) Dinner (Day 1-3).[1][1] <td>participants)[1][1][1]c. Function room provides good ambience and conducive to learning.[1][1][1]d. *247 Security Services.[1][1][1]e. No bump-off of participants to other hotels*[1][1][1]f. *To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity[1][1][1]g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time.[1][1][1]Q. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time.[1][1][1]December 9-11, 2020 (Wednesday - Friday)[1][1][1][1]Meals for 23 persons *[1][1][1][1]Day 3- 23 persons.[1][1][1]Day 3- 23 persons.[1][1][1]Day 3- 23 persons.[1][1][1]i. Three (3) AM and Three (3) PM snacks* (Day 1 - 3).[1][1][1]ii. Three (3) AM and Three (3) PM snacks* (Day 1 - 3).[1][1][1]iii. Three (3) AM and Three (3) PM snacks* (Day 1 - 3).[1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1</td> <td>technician at the venue in cases of sound system and aircon</td> <td></td> <td></td> <td></td>	participants)[1][1][1]c. Function room provides good ambience and conducive to learning.[1][1][1]d. *247 Security Services.[1][1][1]e. No bump-off of participants to other hotels*[1][1][1]f. *To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity[1][1][1]g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time.[1][1][1]Q. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time.[1][1][1]December 9-11, 2020 (Wednesday - Friday)[1][1][1][1]Meals for 23 persons *[1][1][1][1]Day 3- 23 persons.[1][1][1]Day 3- 23 persons.[1][1][1]Day 3- 23 persons.[1][1][1]i. Three (3) AM and Three (3) PM snacks* (Day 1 - 3).[1][1][1]ii. Three (3) AM and Three (3) PM snacks* (Day 1 - 3).[1][1][1]iii. Three (3) AM and Three (3) PM snacks* (Day 1 - 3).[1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1][1]iii. Three (3) Lunch (Day 1-3).[1][1][1	technician at the venue in cases of sound system and aircon			
d. *24/7 Security Services	d. *24/7 Security Services e. No bump-off of participants to other hotels" f. * To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time g. To minimized the COVID-19 outbreak, caterer/s shall wear face mask, face shield and hairnet all the time f.] [] [] CATERING SERVICES: (PLATED) A. Location must be inside or near the Function Room * [] [] [] December 9-11, 2020 (Wednesday - Friday) Meals for 23 persons * (] [] [] [] i. Two (2) Breakfast (<i>foreakfast should be served between 6am -6:30am</i>) Day 2 - 23 persons [] [] [] ii. Three (3) AM and Three (3) PM snacks* (Day 1 – 3) (<i>foreakfast should be served between 9:30 AM – 10:AM while</i> <i>PM snacks should be served between 11:30 AM – 12:00 NN</i>) 1. Salad/Soup* 2. Main Course (at least 3 variants of meat dish or 1 meat and 1 fish dishes; and 1 variant vegetables dish)* 3. Rice*. 4. Dessert* iv. Three (3) Dinner (Day 1-3) (<i>foreakfast 3 variants of meat dish or 1 meat</i> and 1 fish dishes; and 1 variant vegetables dish)* Rice*	participants)c. Function room provides good ambience and conducive to	[]	[]	
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	v. Drinks (at least one (1) round of iced tea/juice/soda for every meal and snack)*	[]	[]		
	vi. Provision of free flowing coffee/tea/water* vii. In all instances, there should be buffer for meals good for 5 persons]]]]		
7. (Client Satisfaction		1		1		
	i. Establishment should appropriately address the feedback and ensures client satisfaction during the activity	[]]]		
	ii. Billing Statement and/or Charge Invoice shall be provided to the Secretariat right after or within 48 hours after the						
	conduct of the activity] []]]		
	Please quote your best offers for the items below and su	bm	it tł	nis I	prop	osal not later	

<u>than10:00 A.M.,</u> (______). The information stated below shall be the basis for the evaluation and calculation of your quotation.

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	Summary o	of Approve	ed Budget				
Procurement P	roject			Total ABC			
Seminar Workshop on Professionalizi and Documentation (Batch 2)/CMGP	Seminar Workshop on Professionalizing Workplac and Documentation (Batch 2)/CMGP			Php <u>138,000.00</u>			
Item	A Offered Rate (Php)	B Max No. of Nights	C Max No. of Pax	D Max No. of Meals	Subtotal For accommodations: (A x B x C) For meals: (A x C x D)		
Date of Activity: December 9, 2020							
Meals-AM Snacks		n/a	23	1			
Meals-Lunch		n/a	23	1			
Meals – PM Snacks		n/a	23	1			
Meals –Dinner		n/a	23	1			
Accommodations		1	23	n/a			
Date of Activity: December 10, 2020							
Meals – Breakfast		n/a	23	1			
Meals-AM Snacks		n/a	23	1			
Meals- Lunch		n/a	23	1			
Meals – PM Snacks		n/a	23	1			
Meals –Dinner		n/a	23	1			
Accommodations		1	23	n/a			
Date of Activity: December 11, 2020							
Meals – Breakfast		n/a	23	1			
Meals-AM Snacks		n/a	23	1			

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.



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

Meals- Lunch	n/a	23	1	
Meals – PM Snacks	n/a	23	1	
Meals –Dinner	n/a	23	1	
Accommodations	1	23	n/a	
Total Offered Proposal/Quotation				

Signature over Printed Name

Telephone or Mobile Number

Email Address

Date Accomplished

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Terms and Conditions

- Any modifications in the room arrangements during contract implementation must be approved by DILG-XII. The rate of each new room shall not exceed the amount equal to the said room's published rate as of the date of return of this RFQ.; provided, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
- 2. Bidders shall provide correct and accurate information as required in this form.
- 3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
- 5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
- 7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
- 9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
- 10. The charge for additional persons shall be contained in an Amendment to Contract.
- 11. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 12. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks provided that any transaction fees or charges deducted from such payment shall be borne by the supplier.
- 13. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG-XII shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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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).