



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 (RFQ)

Date: 17 NOVEMBER 2020
 RFQ No.: SVP2020-11-069

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 Regional Bids and Awards Committee (RBAC), hereby intends to procure **GOODS AND SERVICES (Meals, Snacks)** on the **Regional Leveling Off in the Implementation of Conditional Matching Grant to Provinces (CMGP) and other Locally Funded Projects (LFPs) cum Year End Assessment - Chargeable to CMGP** to be conducted on December 16-17, 2020 at Koronadal City, South Cotabato Province.
2. 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** for **5 days**; 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.

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. of NOVEMBER 24, 2020 (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.

4. For any clarification, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Mr. Muhammad Farzieh B. Abutazil** 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, 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)		
Regional Leveling Off in the Implementation of Conditional Matching Grant to Provinces (CMGP) and other Locally Funded Projects (LFPs) cum Year End Assessment - Chargeable to CMGP to be conducted on December 16-17, 2020 at Koronadal City, South Cotabato Province.	Php 144,000.00		
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. December 16-17, 2020 (2D & 2N)*			
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. Other Requirements	Yes	No	
a. 2 days after being determined as the lowest calculated and responsive bidder by the BAC, establishment should prepare for the Ocular Inspection to observe safety precautions on COVID-19 pandemic to be inspected by the BAC-TWG and/or End-User	[]	[]	
b. The Caterer/Staff should wear complete PPE	[]	[]	
c. Able to serve LSIs and ROFs at a moment notice	[]	[]	
* 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	[]	[]	

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