



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: 14 March 2018  
 RFQ No.: 2018-03-016

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 (meals and accommodation)** on the conduct of **ORIENTATION ON THE DILG XII QMS DOCUMENTATION AND SYSTEMS PROCEDURES (SPs) CUM LEVELLING SESSION WITH DILG CO TWG SECRETARIAT** to be conducted on **April 3-5, 2018** in the City of Koronadal, Province of South Cotabato.

2. **WHEREAS**, 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 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 08:00 A.M. of March 19, 2018 (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. Mary Ann R. Traspe** at telephone numbers **(083) 228-7959 to 60** and **(083) 228-1421** or email address at **dilg\_ro12@yahoo.com**.

**RILIMIN H. SANDOVAL**  
 LGOO VII / Chief, LGCDD  
 RBAC Chairperson

*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. (2018-2022)*



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\*Matina, Mahusay at Masasaban  
 Prime Regional Government Center, Corporate Villa, Koronadal City 9506  
 Tel./Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg.region12@doil.gov.ph • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGU/LO (083) 877-969 • 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.

		Approved Budget for the Contract (ABC)	
ORIENTATION ON THE DILG XII QMS DOCUMENTATION AND SYSTEMS PROCEDURES (SPs) CUM LEVELLING SESSION WITH DILG CO TWG SECRETARIAT to be conducted on April 3-5, 2018 in the City of Koronadal, Province of South Cotabato.		Php 184,400.00	
<b>Technical Specifications:</b>			
<b>Item Description</b>		<b>Compliance</b>	
		<b>Yes</b>	<b>No</b>
<b>I. Availability</b>			
a. April 3-5, 2018 (Tuesday-Thursday), 3D'			
<b>II. Location</b>		<b>Yes</b>	<b>No</b>
a. <b>WITHIN CITY PROPER *</b>			
b. <b>Free Parking Space *</b>			
<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. <b>Foundation made of concrete and structural steel or both *</b>		[ ]	[ ]
2. Functionality of room:			
a. <b>Function Rooms can accommodate 75 persons *</b> .....		[ ]	[ ]
b. <b>Round /Long table with classroom table set up with desirable table clothing for formal occasion.....</b>		[ ]	[ ]
c. <b>With Presidential table which can accommodate at least 10 persons on stage.....</b>		[ ]	[ ]
d. <b>With 2 Secretariat's table .....</b>		[ ]	[ ]
e. <b>With podium and Philippine National flag.....</b>		[ ]	[ ]
f. <b>With at least 1 Projector, projector screen and tables for 2 projectors.....</b>		[ ]	[ ]

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"Matina, Mabuhay at Maunahang"  
 P. O. Box 1 Regional Government Center, Carpenter Hill, Noronada City 9506  
 Tel/Fax Nos. (083) 226-6660 • (083) 218-1411 • Email: dilg.region12@dtcg.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 226-7369 • FINANCE (083) 257-1039 • ACCOUNTS (083) 226-9699 • LACDD (083) 77-2971

<b>CATERING SERVICES:</b>			
<b>A. Location must be inside or near the Function Room</b>		[ ]	[ ]
<b>April 3-5, 2018 (Tuesday-Thursday)</b>			
Meals for 75 persons		[ ]	[ ]
i. Three (3) Buffet Breakfast <i>(breakfast should be served between 6:00AM-8:30AM)</i>		[ ]	[ ]
ii. Two (2) AM/PM snacks* <i>(AM snacks should be served between 7:30 AM - 11:00 AM while PM snacks should be served between 2:30PM - 5:00PM or upon request by the Secretariat)</i>		[ ]	[ ]
iii. Two (2) Buffet Lunch			
1. Salad/Soup*		[ ]	[ ]
2. Main Courses (at least 3 variants of meat dish or 1 meat and 1 fish dishes; and 1 variant vegetables dish)*		[ ]	[ ]
3. Rice*		[ ]	[ ]
4. Dessert* <i>(Lunch should be served between 11:30 AM - 12:00 NN in two (2) separate tables)</i>		[ ]	[ ]
iv. Two (2) Buffet Dinner		[ ]	[ ]
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* <i>(Dinner should be served between 6:00 PM - 6:30 PM in two (2) separate tables)</i>		[ ]	[ ]
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		[ ]	[ ]
<b>7. Client Satisfaction</b>			
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.		[ ]	[ ]

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"Matino, Mahusay at Makapantay"  
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083) 228-0630 • (083) 228-1421 • Email: dilg.region12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7559 • COMED (083) 228-1969 • LG-CDD (083) 877 2971

Please quote your best offers for the items below and **submit this proposal not later than 8:00 A.M., March 19, 2018 (Monday)**. The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
ORIENTATION ON THE DILG XII QMS DOCUMENTATION AND SYSTEMS PROCEDURES (SPs) CUM LEVELLING SESSION WITH DILG CO TWG SECRETARIAT to be conducted on April 3-5, 2018 in the City of Koronadal, Province of South Cotabato.	Php 184, 400.00

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)
<b>Date of Activity: April 3, 2018 (Tuesday)</b>					
Meals - Breakfast		n/a	2	1	
Meals - AM Snacks		n/a	75	1	
Meals - Buffet Lunch		n/a	75	1	
Meals - PM Snacks		n/a	75	1	
Meals - Buffet Dinner		n/a	75	1	
Accommodations		1	35	n/a	
<b>Date of Activity: April 4, 2018 (Wednesday)</b>					
Meals - Breakfast		n/a	75	1	
Meals - AM Snacks		n/a	75	1	
Meals - Buffet Lunch		n/a	75	1	
Meals - PM Snacks		n/a	75	1	
Meals - Buffet Dinner		n/a	75	1	
Accommodations		1	35	n/a	

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**REGION XII**

"Matatag, Mahusay at Maunsahe" (Resilient, Prosperous and Peaceful)

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

<b>Date of Activity: April 5, 2018 (Tuesday)</b>					
<b>Meals - Breakfast</b>		n/a	35	1	
<b>Total Offered Proposal/Quotation</b>					

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Telephone or Mobile Number**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Date Accomplished**

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"Matina, Mahusay, at Masasabid"   
Primo Regional Government Center, Caraga, Davao del Sur, Zamboanga City, 9506  
Tel/Fax Nos: (083)228-5660 • DP31228-7471 • Email: [region12@dilg.gov.ph](mailto:region12@dilg.gov.ph) • Website: [region12.dilg.gov.ph](http://region12.dilg.gov.ph)  
ADMIN (083) 228-7960 • FINANCE (083) 228-7055 • LEGAL (083) 228-2960 • GCDD (083) 228-2971

### Terms and Conditions

1. 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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