

REQUEST FOR QUOTATION

Date: 16 January 2018 RFQ No.: 2018-01-002

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

- 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 LEADERSHIP COMMITMENT MEETING AND ADM/AM PROGRAM CONSULTATION WITH STAKEHOLDERS to be conducted on February 7-8, 2018 in General Santos City.
- The lease of venue including meals shall be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of R.A. 9184 and with GPPB Resolution No. 08-2009.

Submit your proposal/quotation for the procurement of MEALS AND SNACKS with ACCOMMODATION for <u>Two (nights)</u>; and MEALS AND SNACKS broken down as follows: A. AM Snacks consists of snacks and drinks; B. LUNCH (HALAL) consists of (4) main courses: 2 meat and 1 fish, 1 seafood 1 salad/soup, 1 dessert, rice and drinks; C. PM Snacks consists of snacks and drinks; D. DINNER (HALAL) consists of (4) main courses: 2 meat and 1 fish, 1 seafood 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.

- DEADLINE OF SUBMISSION of your signed quotation/proposal is not later than 10:00 A.M. of <u>January 19, 2018 (Friday)</u> for the specified goods and services, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).
- Bids/Quotations/Interest 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 Mr. Ian Jon S. Clemente at telephone numbers (083) 228-7959, 877-2971 and (083) 228-1421 or email address at dilg rol2@yahoo.com.

RILIMIN H. SANDOVAL LGOO VII / Chairperson, BAC



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.

Procurement Project	Approved Budget for the Contract (ABC)						
Procurement of Accommodation and Catering Services on LEADERSHIP COMMITMENT MEETING AND ADM/AM PROGRAM CONSULTATION WITH STAKEHOLDERS to be conducted on February 5-7, 2018 in General Santos City.		Php 285,000.00					
Technical Specifications:							
Item Description	Comp	liance	Remarks				
I. Availability	Yes	No					
a. February 7-8, 2018 (Monday-Wednesday), 3D*							
II. Location	Yes	No					
a. WITHIN GENERAL SANTOS 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. Venue	Yes	No	ş				
1. Structural Condition*							
a. Foundation made of concrete and structural steel or both*	[]	[]					
2. Functionality of PLENARY HALL:							
(MANDATORY)							
a. Conference/plenary hall which can accommodate 100-120 persons and LOCATED WITHIN OR INSIDE THE HOTEL*		TO THE CONTRACT OF THE CONTRAC					
b. At least 10-15 round conference tables with table set up and	[]	[]					
desirable table clothing with center piece for formal occasion							
with banquet chairs*	[]	[]					
c. With Presidential table which can accommodate at least							



ì	10.00					
Campand and 2 and Mark	10-12 persons on stage with PODIUM & PAR lights*d. With 3 Secretariat's table*] []	[]	
	e. With Flag Pole & Philippine National Flag *			-		
]	1]	3
	The result of the projector screens, LED] []			
d'a legis associates	wall/wide screens are preferable*	[]]]	
3.	With free WIFI connection (at least 5-10mbps)	[}	Local Division of the Control of the]	
4	. Room arrangements*	Coloring Co. vicinities		AND TEMBERSON		or Auto-Auto-Auto-Auto-Auto-Auto-Auto-Auto-
	a. Accommodation with FREE BREAKFAST for:	No. of Assessment		000		3-7-1 E-1-1-1-1
	100 persons on February 7, 2018 (Wednesdy) & 24 persons			ALL STREET		
	on February 8, 2018	ſ	1	1	1	The second secon
		-	.3	-	.3	ACC LEGISLATION
	No. of Rooms for ACCOMMODATION	¢.		Projection of		
		[1	I	1	200
	(No Bump-off)	L	1	L	1	
	a.1 Single Sharing / Matrimonial Bed 15-20 rooms	I	1	ſ	78	
	a.2 Twin Sharing/ Bed 30-40 rooms	[1	L	1	TO THE PARTY OF TH
	a.3 Triple Sharing / Bed 10-15 rooms	L	1	- E	1	
	a.4. Complimentary rooms for Secretariat2 rooms	4	1	1	j	
	1 ,	STATE OF THE PARTY	J	In a]	West Professional Control
	b. With free WIFI Connection			and the second		TOTO STATE S
	C Complimentary bottled system and a ff	-]	I]	
	c. Complimentary bottled water and coffee	[hassed	[]	
	d. With telephone and cable TV inside the room	[]	-]	SOCK AND PROPERTY.
,	Facilities*					The second state of the se
	a. Continuous water supply and accessible comfort rooms	and the same of th		pocoupos de la composição de la composiç		A PART RESIDENCE AND A PART RE
	b. Compliant with the standards provided by the Building Code					
	of the Philippines	-	7		7	***************************************
	c. If building has two floors, with one functional elevator	and a]	1		
	d. Accessible emergency exit and with standby fire extinguisher	[j	I	J	
	and with standardy the extinguisher	Commence				
	e. Available telephone and/or internet connection*		-			
	f Andible and Operational Count Count (1 1 2 2 1 1		Jan	[]	
	f. Audible and Operational Sound System * (at least 3 wireless				9	
	microphone at the presidential table and the EMCEE and 4-5	200 miles				
	microphones with stand for the audience)	I]	[1	
	g. With standby first aid kit and BP Apparatus	[1	[Part of the last	
6.	Other Requirements*					
	a. Subject to the BAC notice, the bidder with the Lowest				The state of the s	
	Calculated Responsive/Highest Responsive Rated Bid	[]	1]	
	(LCRB/HRRB) or Single Calculated and Responsive Bid, if				or company of	
	any, the supplier/bidder should prepare for the Ocular	Ti (Dephipo)	CONT. COMP.		SALVAN STEE	
	"Matino, Mahusay at Magazahan"	al-recor				



	Inspection by the BAC-TWG and/or End-User of the	and the same				a Construction
	venue/hall and rooms and food tasting (good for 3-4 persons	[]	1]	The state of the s
	only)	dintig		G COLON		- Company
b.	Provision of Janitorial and Maintenance Services *(standby	1000000				
	technician at the venue in cases of sound system and aircon	T agranalia		9		No.
	malfunction and waiters/waitress to cater the needs of the	Stranger.				AA-T-ARIEM
	participants)		Tea .	[1	Application of the state of the
C.	Provision of standby transportation/shuttle services for the			20000		s librations
	participants (airport to hotel and vice-versa)	ĺ		4000		2.000ach
d.	Function room provides good ambience and conducive to			,		7
	learning	I	-]	1	1	N 100-10063
e.	24/7 Security Services *	ſ	1	I	1	ATV - companies
£	Free note pad and pen for the participants	Γ	1	ſ	1	and the same of th



CATERING SERVICES:					
A. Location must be INSIDE or NEAR the Function Room * (Mandatory)	[]	L]	The state of the s
February 7, 2018 (Monday)					TO THE STATE OF TH
i. 20 pax AM snacks*	Treed to	proof pro]	SERVICE CONTRACTOR CON
ii. 20 pax Buffet Lunch	Ę	Land board &]	TO STATE OF THE PROPERTY OF TH
 Main Courses (at least 4 variants of meat dish or 1 meat, 1 seafood, and 1 fish dishes; and 1 variant vegetables dish)* 	I]	(See and	former	THE THE PROPERTY OF THE PROPER
3. Rice (Steamed or Fried/Garlic)*	1	1	I	1	712
4. Dessert*	I	7	I	1	20 Table 27 Table 20
(Lunch should be served between 11:30 AM – 12:00 NN) (2-3 buffet tables)	konsid .]	I		- AND ADDRESS OF THE PROPERTY
iii. 100 pax PM snacks*	L]	L]	La CE mundadisciple under 2 vill fair.
iv. 100 pax Buffet Dinner a. Salad/Soup*	1		brand]	Common and a common representation of the com
b. Main Courses (at least 4 variants of meat dish or c. 1 meat, 1 seafood, and 1 fish dishes; and 1 variant vegetables dish)*	in, and]	hound	1	NO. CL. LEWIS CO. CL. CL. CL. CL. CL. CL. CL. CL. CL. CL
3 Din (Comm. 3 - 17.5 - 1/C 11.0+		71	,	7	The state of the s
d. Rice (Steamed or Fried/Garlic)* e. Dessert*	1	and bear	I	noted been	To see and
(Dinner should be served between 6:30 PM – 9:30 PM) (2-3 buffet tables)	Painter purposes or appropriate to	Person	The state of the s	j	
v. Drinks (at least one (1) round of tea/juice/soda for every meal and snack)*	heezed	1	l]	Landinova chilada (III ~~~~70
vi. Provision of free flowing coffee/tea/water*	[]		-	The state of the s
10 persons	I	1	land.]	A Comment



			-			
CATERING SERVICES (Cont'n):	A		NAME OF THE PERSON		100	
B. Location must be inside or near the Function Room *			- To The			
oruary 7, 2018 (Wednesday)	-]	1		1	
	The same		O		- Landon Maria	
1. 100 pax AM snacks*	ī	1	(Accord		1	
(AM snacks should be served between 9:30 AM - 11:00AM)	1		-	•	A	
AM - 11.00AM)	The second second		A SECTION AND ADDRESS OF			
2. 100 pax Buffet Lunch		,			3	
	le le		L			
Salad/Soup*	1	ĵ	1		Name of the last	
Main Courses (at least 4 variants of meat dish or			WATER PROPERTY		T Tippunda	
1 meat, 1 seafood, and 1 fish dishes; and 1 variant	THE REAL PROPERTY AND ADDRESS OF THE PERTY	1	ſ		And the second	
vegetables dish)* Rice (Steamed or Fried/Garlic)*	ſ		ii.		Picare I	
Dessert*	Î	_	4			
(Lunch should be served between 11:30 AM – 12:00 NN)		-	and the second		The state of the s	
(2-3 buffet tables)	Care Contractor		CLUB CALL PARTY			
0.100	1	1	ſ	7		
3. 100 pax PM snacks*		J	1]		
(PM snacks should be served between 2:30PM - 5:00PM or upon request by the Secretariat)	GI-Maggiora.		Service and Servic			
	art Calaba		- DECENT OF THE PERSON OF THE		The street of	
4. 100 pax Buffet Dinner	I]	1	-	COUNTY COS	
Salad/Soup*				_	1	
Main Courses (at least 4 variants of meat dish or			Richard Control		100	
1 meat, 1 seafood, and 1 fish dishes; and 1 variant	Ĺ]	1]	100	
vegetables dish)*	I]		ferences	00000	
Rice (Steamed or Fried/Garlic)* Dessert*	1]	I	Leanne	AN-1971/201	
(Dinner should be served between 6:30 PM - 9:30 PM)	-				To the second	
(2-3 buffet tables)						
5 Drinks (at least one (1) man 3 - F - F - F	A COLUMN TO THE	Colde Speeds			X-97-70	
5. Drinks (at least one (1) round of tea/juice/soda for every					and the	
meal and snack)*	[7	I	Towns of the last	- Val	
6. Provision of free flowing coffee/tea/water*	7/4	- Albanos	_		Standard, Ph	
7. In all instances, there should be buffer for meals good for	[1]	and services	
		STATE OF THE PERSON NAMED IN			11000	
10 persons	-	1	I	7		



REGION XII					
CATERING SERVICES: Location must be inside or near the Function Room *		7	The state of the s		POT TO AMERICAN COMMENT
Pebruary 8, 2018 (Thursday)	hayad	į,	Cirumaanum/aaaaa	()	A office of the state of the st
1. 100 pax AM snacks* (AM snacks should be served between 9:30 AM - 11:00AM)		1	pand]	The real part of the control of the
2. 100 pax Buffet Lunch			had [a]]	
dish)*	bend bed lead	Instant Instant bearing			
3. 100 pax PM snacks*		Parama)	[Control of the Contro	
		ANATA ATTACA CONTINUES CON		In a suppose of the s	
		Population (Carpeter Carpeter)		The same of the sa	
		PARTY PROPERTY OF THE PROPERTY OF		AND SEED OF A PROGRAMME STOLE	
		Security Sec		All the TT Mercander Tolkinson	
•		AND THE PERSON OF THE PERSON O		CONTRACTOR - ACCUMANCE OF	



Please quote your best offers for the items below and submit this proposal not later than 10:00 A.M., January 19, 2018 (Friday). The information stated below shall be the basis for the evaluation and calculation of your quotation.

	Summary	of Approve	ed Budget			
Procure	ment Project				Total ABC	
Procurement of Accommodation LEADERSHIP COMMITMENT I CONSULTATION WITH STAKE February 7-8, 2018 in General Sai]	Php 285,000.00				
	A	В	C	D,	Subtotal	
					For accommodations:	
ltem	Offered Rate (Php)	Max No. of Nights	Max No. of Pax	Max No. of Meals	(A x B x C) For meals: (A x C x D)	
Date of Activity: February '	7-8, 2018					
February 7, 2018 (Wednesday)	and the same of th					
Meals - AM Snacks		n/a	20			
Meals - Buffet Lunch	The state of the s	n/a	20	1		
Meals - PM Smarts		n/a	100	1		
Meals - Buffet Dioner	4	n/a	100	1		
Accommudation with free breakfast	A second	1	m	n/a		
February 8, 2018 (Thursday)						
Meals - AN Snacks	Ex et l'Approprie	n/a	100	1	The second of th	
Meals - Bullet Lunch	d pri sanutana	n/a	100	1		
Meals - PM Smarks	us manual property of	n/a	100	1		
Meals - Buffet Dinner	100	n/a	10.0	1		
Accommodation with free breaklast		1	24	n/a		
	TIAL OF STORM					
	70-2000 resistado	Total Da	ereil Proposi	d/Austries		





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 thirty (30) calendar days from receipt of purchase order or during the specified schedules of the activity as stated in this Bid/RFQ.
- 9. The submitted quotation shall provide a 10% allowance (buffer) 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.