



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**REGION XII**

**REQUEST FOR QUOTATION**

Date: 16 January 2018

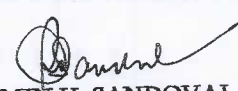
RFQ No.: 2018-01-002

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

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 **LEADERSHIP COMMITMENT MEETING AND ADM/AM PROGRAM CONSULTATION WITH STAKEHOLDERS** to be conducted on **February 7-8, 2018 in General Santos City.**
2. 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 **Two ( nights )** ; 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.

3. **DEADLINE OF SUBMISSION** of your signed quotation/proposal is **not later than 10:00 A.M. of January 19, 2018 (Friday)** for the specified goods and services, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).
4. Bids/Quotations/Interest 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 **Mr. Ian Jon S. Clemente** at telephone numbers **(083) 228-7959, 877-2971** and **(083) 228-1421** or email address at **dilg\_ro12@yahoo.com**.

  
**RILIMIN H. SANDOVAL**  
LGOU VII / Chairperson, BAC

**"Matino, Mahusay at Maaasahan"**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)520-0224 (083)228-1421 Email: dilg\_ro12@yahoo.com Website: region12.dilg.gov.ph

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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.

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		
<b>Technical Specifications:</b>			
Item Description	Compliance		Remarks
<b>I. Availability</b>	Yes	No	
a. February 7-8, 2018 (Monday-Wednesday), 3D*			
<b>II. Location</b>	Yes	No	
a. WITHIN GENERAL SANTOS CITY PROPER *			
b. Free Parking Space *			
<b>III. Neighborhood Data</b>	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 .....	[ ]	[ ]	
<b>IV. Venue</b>	Yes	No	
1. Structural Condition*			
a. Foundation made of concrete and structural steel or both *	[ ]	[ ]	
2. Functionality of <u>PLENARY HALL:</u> <u>(MANDATORY)</u>			
a. Conference/plenary hall which can accommodate 100-120 persons and LOCATED WITHIN OR INSIDE THE HOTEL* .....	[ ]	[ ]	
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	[ ]	[ ]	

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10-12 persons on stage with PODIUM & PAR lights* .....	[ ]	[ ]
d. With 3 Secretariat's table* .....	[ ]	[ ]
e. With Flag Pole & Philippine National Flag * .....	[ ]	[ ]
f. With at least 3 Projectors. Wide projector screens/ LED wall/wide screens are preferable* .....	[ ]	[ ]
3. With free WIFI connection (at least 5-10mbps) .....	[ ]	[ ]
4. Room arrangements*		
a. Accommodation with FREE BREAKFAST for : 100 persons on February 7, 2018 (Wednesdy) & 24 persons on February 8, 2018 .....	[ ]	[ ]
No. of Rooms for ACCOMMODATION (No Bump-off)	[ ]	[ ]
a.1 Single Sharing / Matrimonial Bed 15-20 rooms .....	[ ]	[ ]
a.2 Twin Sharing/ Bed 30-40 rooms .....	[ ]	[ ]
a.3 Triple Sharing / Bed 10-15 rooms .....	[ ]	[ ]
a.4. Complimentary rooms for Secretariat ...2 rooms....	[ ]	[ ]
b. With free WIFI Connection .....	[ ]	[ ]
c. Complimentary bottled water and coffee.....	[ ]	[ ]
d. With telephone and cable TV inside the room .....	[ ]	[ ]
Facilities*		
a. Continuous water supply and accessible comfort rooms ...		
b. Compliant with the standards provided by the Building Code of the Philippines .....	[ ]	[ ]
c. If building has two floors, with one functional elevator .....	[ ]	[ ]
d. Accessible emergency exit and with standby fire extinguisher .....		
e. Available telephone and/or internet connection* .....	[ ]	[ ]
f. Audible and Operational Sound System * (at least 3 wireless microphone at the presidential table and the EMCEE and 4-5 microphones with stand for the audience).....	[ ]	[ ]
g. With standby first aid kit and BP Apparatus .....	[ ]	[ ]
6. Other Requirements*		
a. Subject to the BAC notice, the bidder with the Lowest Calculated Responsive/Highest Responsive Rated Bid (LCRB/HRRB) or Single Calculated and Responsive Bid, if any, the supplier/bidder should prepare for the Ocular	[ ]	[ ]

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Inspection by the BAC-TWG and/or End-User of the venue/hall and rooms and food tasting (good for 3-4 persons only)	[ ]	[ ]
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).....	[ ]	[ ]
c. Provision of standby transportation/shuttle services for the participants (airport to hotel and vice-versa)		
d. Function room provides good ambience and conducive to learning.....	[ ]	[ ]
e. 24/7 Security Services *.....	[ ]	[ ]
f. Free note pad and pen for the participants .....	[ ]	[ ]

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**CATERING SERVICES:**

**A. Location must be INSIDE or NEAR the Function Room \*  
(Mandatory).....**

[ ] [ ]

**February 7, 2018 (Monday)**

i. 20 pax AM snacks\* .....  
(AM snacks should be served between 9:30 AM – 11:00AM)

[ ] [ ]

ii. 20 pax Buffet Lunch .....

[ ] [ ]

1. Salad/Soup\* .....

[ ] [ ]

2. Main Courses (at least 4 variants of meat dish or  
1 meat, 1 seafood, and 1 fish dishes; and 1 variant  
vegetables dish)\* .....

[ ] [ ]

3. Rice (Steamed or Fried/Garlic)\* .....

[ ] [ ]

4. Dessert\* .....

[ ] [ ]

(Lunch should be served between 11:30 AM – 12:00 NN )  
(2-3 buffet tables)

[ ] [ ]

iii. 100 pax PM snacks\* .....  
(PM snacks should be served between 2:30PM – 5:00PM or  
upon request by the Secretariat)

[ ] [ ]

iv. 100 pax Buffet Dinner

a. Salad/Soup\* .....

[ ] [ ]

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)\* .....

[ ] [ ]

d. Rice (Steamed or Fried/Garlic)\* .....

[ ] [ ]

e. Dessert\* .....

[ ] [ ]

(Dinner should be served between 6:30 PM – 9:30 PM )  
(2-3 buffet tables)

v. Drinks (at least one (1) round of 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  
10 persons .....

[ ] [ ]

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**CATERING SERVICES (Cont'n):**

B. Location must be inside or near the Function Room \*.....

February 7, 2018 (Wednesday)

1. 100 pax AM snacks\* .....

*(AM snacks should be served between 9:30 AM – 11:00AM)*

2. 100 pax Buffet Lunch .....

Salad/Soup\* .....

Main Courses (at least 4 variants of meat dish or  
1 meat, 1 seafood, and 1 fish dishes; and 1 variant  
vegetables dish)\* .....

Rice (Steamed or Fried/Garlic)\* .....

Dessert\* .....

*(Lunch should be served between 11:30 AM – 12:00 NN)  
(2-3 buffet tables)*

3. 100 pax PM snacks\* .....

*(PM snacks should be served between 2:30PM – 5:00PM or  
upon request by the Secretariat)*

4. 100 pax Buffet Dinner

Salad/Soup\* .....

Main Courses (at least 4 variants of meat dish or  
1 meat, 1 seafood, and 1 fish dishes; and 1 variant  
vegetables dish)\* .....

Rice (Steamed or Fried/Garlic)\* .....

Dessert\* .....

*(Dinner should be served between 6:30 PM – 9:30 PM)  
(2-3 buffet tables)*

5. Drinks (at least one (1) round of tea/juice/soda for every  
meal and snack)\* .....

6. Provision of free flowing coffee/tea/water\* .....

7. In all instances, there should be buffer for meals good for  
10 persons .....

[ ] [ ]

[ ] [ ]

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**CATERING SERVICES:**

Location must be inside or near the Function Room \* .....

[ ] [ ]

**February 8, 2018 (Thursday)**

1. 100 pax AM snacks\* .....  
(AM snacks should be served between 9:30 AM – 11:00AM)

[ ] [ ]

2. 100 pax Buffet Lunch .....  
Salad/Soup\* .....

[ ] [ ]

Main Courses (at least 4 variants of meat dish or 1 meat, 1  
seafood, and 1 fish dishes; and 1 variant vegetables  
dish)\* .....

[ ] [ ]

Rice (Steamed or Fried/Garlic)\* .....

[ ] [ ]

Dessert\* .....

[ ] [ ]

(Lunch should be served between 11:30 AM – 12:00 NN)  
(2-3 buffet tables)

[ ] [ ]

3. 100 pax PM snacks\* .....

[ ] [ ]

a. (PM snacks should be served between 2:30PM – 3:00PM or  
upon request by the Secretariat)





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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 Approved Budget					
Procurement Project					Total ABC
Procurement of Accommodation and Catering Services on LEADERSHIP COMMITMENT MEETING AND AM PROGRAM CONSULTATION WITH STAKEHOLDERS to be conducted on February 7-8, 2018 in General Santos City.					Php 285,000.00
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)
Date of Activity: February 7-8, 2018					
<b>February 7, 2018 (Wednesday)</b>					
Meals - AM Snacks		n/a	20	1	
Meals - Buffet Lunch		n/a	20	1	
Meals - PM Snacks		n/a	100	1	
Meals - Buffet Dinner		n/a	100	1	
Accommodation with free breakfast		1	100	n/a	
<b>February 8, 2018 (Thursday)</b>					
Meals - AM Snacks		n/a	100	1	
Meals - Buffet Lunch		n/a	100	1	
Meals - PM Snacks		n/a	100	1	
Meals - Buffet Dinner		n/a	100	1	
Accommodation with free breakfast		1	24	n/a	
<b>Total Offered Proposal/Quotation</b>					

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**Signature over Printed Name**

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**Telephone or Mobile Number**

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**Email Address**

---

**Date Accomplished**

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**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 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.

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