



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
58 McArthur Highway, Matina, Davao City
Tel. Nos. (082) 297-2604/06; (082) 297-2724; (082) 297-2701
Fax No. (082) 297-2600

REQUEST FOR QUOTATION

Date : July 10, 2018
RFQ No.: Q-236

Name of Supplier/Company: _____
Address: _____
Business Permit No.: _____
TIN : _____
PhilGEPS Registration No.: _____

The Department of the Interior and Local Government – Region XI, through its Bids and Awards Committee (BAC) intends to **lease a venue, including room accommodation and meals for the Conduct of Coaching and Mentoring of LGUs on BPLS Automation/Computerization Cum E-BPLS User Training on August 13-16, 2018 in Davao City.**

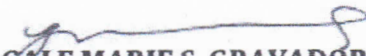
The lease of venue will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, you are invited to submit your **establishment's quotations/proposals duly signed by your authorized representative not later than July 18, 2018, 10:00AM** for the items described in the attached sheet/s, subject to the Terms and Conditions provided therein. Copies of the following eligibility requirements are also required to be submitted along with your quotations/proposals:

- 1) Mayor's/Business Permit**
- 2) PhilGEPS Registration Number/Certificate**
- 3) Income/Business Tax Return**

Opening of sealed quotations will be on June 18, 2018, 10:30AM at the DILG XI Regional Office Conference Room, Matina, Davao City.

For any clarification, you may contact Ms. Ariane A. Urdaneta, Head of the BAC Secretariat at Tel. Nos. (082) 297-2606 or 297-2604.


GALE MARIE S. GRAVADOR
BAC Chairperson

INSTRUCTIONS:

- 1) Accomplish this RFQ correctly and accurately;
- 2) Do not alter the contents of this form in any way;
- 3) Technical Specifications with asterisk (*) are mandatory. Failure to comply any of the mandatory requirements will disqualify your quotations;
- 4) Failure to follow these instructions will disqualify your entire quotations.

Procurement Project / Activity	Approved Budget for the Contract (ABC)
• Lease a venue, including room accommodation and meals for the Conduct of Coaching and Mentoring of LGUs on BPLS Automation/Computerization Cum E-BPLS User Training on August 13-16, 2018 in Davao City	PhP 246,400.00
• Energy Fees	PhP 25,600.00

Technical Specifications:

Item Description	Compliance		Remarks
	Yes	No	
Availability/Functionality of Function Room:			
1. Hotel must be located within the heart of Davao City and, can be easily located and accessible to public transportation *			
2. Must have a strong internet connectivity (since the activity is cloud based and internet dependent) *			
3. Adequate electrical outlets for hands-on exercises *			
4. Free energy cost for one (1) unit LCD projector and screen *			
5. Waive energy fee for eight (8) laptops *			
6. There must be three (3) separate beds in each room *			
7. Free flowing coffee *			
8. Free secretariat room			
9. Function room should accommodate thirty-four (34) pax *			
10. Strictly no sub-contracting on room accommodations *			
11. Menu package/s for Meals/Snacks to be served (Please attach) *			

OFFERED QUOTATION

Lease a venue, including room accommodation and meals for the Conduct of Coaching and Mentoring of LGUs on BPLS Automation/Computerization Cum E-BPLS User Training on August 13-16, 2018 in Davao City

Item Description	Qty	Unit	Price/Pax/ Unit	Total
August 13, 2018				
Live-in/Full Board:				
• AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (triple-sharing) <i>Note: Breakfast to be served on Aug. 17, 2018</i>	26	pax		
Live-out:				
• AM Snacks, Lunch, PM Snacks and Dinner	8	pax		
August 14-16, 2018 (3days)				
Live-in/Full Board:				
• Breakfast, AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (triple-sharing)	26	pax		
Live-out:				
• Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	8	pax		
August 17, 2018				
• Breakfast (complimentary, part of full board on August 13, 2018)	26	pax		
Energy Fee				
Minimal fee for Tarpauline (not to exceed 3ft. by 4ft.) to be posted on training venue. (Please refer to format attached)				
Total Offered Quotation				

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods/services) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The item(s)/food shall be delivered/served on the aforesaid dates.
- The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent of one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract one the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the items at prices above.

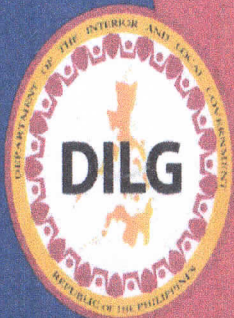
Signature over Printed Name

Reference No.: 07-2018-091

Date : July 10, 2018

Office Tel. No. /Mobile No.

Date



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Regional Office No. XI
58 MacArthur Highway, Matina, Davao City
Tel. Nos. (082) 297-2724; (082) 297-2606
<http://www.region11.dilg.gov.ph>

Activity: **Conduct of Coaching and Mentoring of LGUs on BPLS Automation/
Computerization Cum E-BPLS User Training**

Cost: **PhP 272,000.00**
Fund Source: **General Fund**
Location: _____
Implementing Agency: **DILG XI Regional Office**
Development Partners: **N/A**
Contractor: _____
Description of the Activity: **To acquire relevant information on the revised standards in processing
business permits and licenses as per JMC No. 01, series of 2016**
Duration: **August 13-16, 2018**

**For particulars or complaints about this activity, please contact the Regional Office or Cluster which
has audit jurisdiction on this project:**

COA Regional/Cluster: **Regional Office XI, NGS Cluster IV**
Address: **COA Bldg. Dic. P Garcia Highway, Buhangin, Davao City**
Contact No.: **(082) 241-2941 loc. 215 or Text COA Citizen's Desk at 0915-5391957**