Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

REQUEST FOR QUOTATION (RFQ)

Mode of Procurement	NEGOTIATED PROCUREMENT- LEASE OF VENUE	RFQ No.	2026-07-25
		Date	7-27-26

Name of Hotel/ Venue	
Name of Company	
Address:	
TIN	
PhilGEPS Registration No.	

The Department of the Interior and Local Government Regional Office 1, through its Bids and Awards Committee, intends to lease a venue and hotel accommodations, inclusive of meals and snacks for the **LGU TRAINING ON THE INFRASTRUCTURE AUDIT TOOL** preferably in within the **in Province of Pangasinan.**

The lease of venue and accommodations will be undertaken in accordance with Section 35.9 of the Revised Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your quotations/proposals duly signed by you or your authorized representative not later than 10 AM Aug 5, 2026 at _____ for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal: 1) Business/ Mayor's Permit; 2) Latest Income/ Business Tax Return; 3) Menu (for procurement of meals and snacks); 4) PHILGEPS Certificate/Registration Number; and 5) Special Power of Attorney (SPA) – if authorized representative.

Quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below:

DILG Regional Office 1
Sevilla, City of San Fernando, La Union
(072) 888 2294
dilgr1.bac@gmail.com

ATTY. CHESTER S. CAYABAS-DIWAS
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 asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I / We submit our quotation for the item as follows:

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Regional Office I

Specifications	Quantity	Approved Budget for the Contract (ABC)	Offer		
			Compliance with Technical Specifications (Please Check)		Remarks
			Yes	No	
Lease of venue and hotel accommodation, inclusive of meals and snacks **LGU Training on the Infrastructure Audit Tool** preferably in within the **Province of Pangasinan**	**Day 1** Meals (Lunch, PM Snacks, Dinner) Accomm. and venue (80 pax X 2,450.00) **Day 2** Full Board (80 pax X 3,000.00) **Day 3** Full Board (80 pax X 3,000.00) **Day 4** Meals (Breakfast, AM Snacks, Lunch and PM Snacks) (80 pax X 1,200.00)	**Php 772,000.00**			
Technical Specifications: I. Availability (date) *** August 17-20, 2026**			[ ]	[ ]	
II. Location 1. * Within hotel-resort located in the **Province of Pangasinan** 2. Free parking space reserved within or near the venue a. 20 slots & above b. 18-19 slots c. 16-17 slots d. 14-15 slot e. 12-13 slot f. 10-11 slot g. 8-9 slot			[ ] [ ] [ ] [ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ] [ ] [ ] [ ]	

h. 6-7 slot i. 4-5 slot j. 1-3 slot k. No parking space			[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	
III. Neighborhood Data 1. Proper waste management system such as regular garbage collection and with sanitary permit from appropriate authority 2. Proximity to police and fire stations 3. Proximity to restaurants/ grocery stores 4. Proximity to banks, postal and telecommunications service providers			[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	
IV. Venue 1. Structural Condition *The foundation is made of concrete and structural steel materials or combination of both. 2. Functionality a. Conference Room i. *Unlimited and free use of Function Room that can accommodate at least the specified number of participants ii. Classroom Type or Round Table arrangement set-up iii. Amenities include:			[ ] [ ] [ ]	[ ] [ ] [ ]	

- secretariat's table; - * at least 3 microphones - *LCD with screen/monitor - podium - whiteboard - * free and strong/ steady wifi connection at **least 100 Mbps** in training hall and rooms - * waived electricity charges for use of ICT equipment iv. * Area can accommodate at least the specified number participants 3. Room Arrangement: a. *<u>2-3 pax</u> in a room accommodation, bed requirements, b. complimentary room- training staff 4. Facilities: a. *Continuous water supply (hot and cold) and accessible comfort room b. *Compliance with the standard provided by the Building Code of the Philippines c. *Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler d. *Available telephone and strong internet connection within the premises of the	**108 pax (August 17-20, 2026)**		[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	

building (room and training hall)			[ ]	[ ]	
e. *Audible / operational sound system					
5. Other requirements:					
a. *Provision of maintenance and janitorial services /Standby hotel staff in the training hall			[ ]	[ ]	
b. Ambiance promotes learning.			[ ]	[ ]	
c. *Adequate security service (24/7)			[ ]	[ ]	
d. Free use of venue amenities			[ ]	[ ]	
e. With stand-by generator set in case of power interruption			[ ]	[ ]	
f. *Provision of tarpaulin (welcome and backdrop)			[ ]	[ ]	
6. Catering Services			[ ]	[ ]	
a. *Location must be near the Function Room and /or outside of but near the Function Room			[ ]	[ ]	
b. *Meals and Snacks for the participants from Day 1 to Day 2:			[ ]	[ ]	
Day 1*: *PM Snacks, Lunch, & Dinner *(4 viands –(pork, beef, Chicken, Fish, Vegetable, Dessert)*	**80 Pax**				
Day 2:* *Breakfast, AM & PM Snacks, Lunch, & Dinner *(4 viands –(pork, beef, Chicken, Fish, Vegetable, Dessert*	**80 Pax**		[ ]	[ ]	

Day 3: Breakfast, AM & PM Snacks, Lunch, & Dinner *(4 viands –(pork, beef, Chicken, Fish, Vegetable, Dessert*	**80 Pax**		[ ]	[ ]	
Day 4: Breakfast, AM & PM Snacks, & Lunch *(4 viands –(pork, beef, Chicken, Fish, Vegetable, Dessert*	**80 Pax**		[ ]	[ ]	
c. *Provision of free freely- flowing coffee/milo and water.			[ ]	[ ]	
d. *Breakfast Buffet			[ ]	[ ]	
7. Clients' satisfactory rating based on online hotel reviews			[ ]	[ ]	

Please quote your best offer based on the items below. **The information stated shall be the basis for the evaluation and calculation of your total quotation.**

Offered Rate: **__ pax in a room, individual beds** **Venue**	Php _____ / room / night Php _____/pax/ day
Published rate as of _____ *(Date of RFQ Submission)*	Php _____ / room / night
AM snacks / pax	Php _____
PM snacks /pax	Php _____
Breakfast/ pax	Php _____
Lunch / pax	Php _____
Dinner / pax	Php _____

Please provide the additional information as required below. **The information contained below shall not be used for the evaluation and calculation of your total quotation. These shall be used only for purposes of applying Section 1 of the Terms and Conditions**, or when circumstances during contract implementation warrant the use of rooms other than twin sharing rooms.

Types of Room	Price
	Php _____ / room / night
	Php _____ / room / night
	Php _____ / room / night

TOTAL AMOUNT OF BID PROPOSAL: _____

_____
Signature over Printed Name

_____
Contact Number/s

_____
Email Address

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

TERMS AND CONDITIONS

1. Any modifications in the room arrangements during contract implementation must be approved by the Procuring Entity. 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, less (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; 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 required in this form.
3. Price quotation/s must be valid for a period of Sixty (60) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine 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 Procuring Entity shall confirm the final number of rooms and participants at least three (3) days prior to the scheduled function date. This shall be the basis for the contract price.
10. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the 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.
11. The charge for the additional persons shall be contained in the Contract.
12. The Procuring Entity shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The Procuring Entity shall prefer send bill arrangements for payment.
14. Liquidated damages equivalent to 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 Procuring Entity 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.