



Date: August 10, 2018
 PR Ref No: 025-2018
 Quotation No: 000-267

Company Name _____
 Address _____
 Tel. No./Fax No. _____
 Business Permit No. _____
 TIN _____
 PhilGEPS Cert. # _____
 Vatable/Non-Vatable(please indicate) _____

REQUEST FOR QUOTATION

Sir/Madam:

The Office of Civil Defense- ARMM will undertake an **Alternative Mode of Procurement through Negotiated Procurement in accordance with Section 53.10 Lease of Venue** of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The OCD hereinafter referred to as the "Purchaser", now request submission of a price quotation for the subject below:

Name of Activity	Gender Sensitivity Training
Location	Within General Santos City
Event Date	September 6-8, 2018
Number of Participants	30 participants
Brief Description	Provision of Meals, Accommodation and Venue for 30 participants
Terms of payment	Thirty (30) working days of processing and must accept a send bill policy in the payment of services
ABC (Approved Budget for the Contract)	Php 225,000.00
Fund Source	Fund Transfer (OCD-HRMD)

Proponent must submit, together with its quotation "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under **prescribed form**) **non-submission shall automatically be disqualified** not later than 08:00 AM on August 16, 2018, at Camp GH Siongco, Awang, Datu Odin Sinsuat, Maguindanao. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at Telephone Nos. (064)431-0001 and (064)421-1535 or email at ocdarmm.main@gmail.com

General Conditions:

- All bids higher than ABC shall automatically be disqualified.
- Proponent must submit the following documents:
 - Valid and current Mayor's Permit/Business Permit
 - PHILGEPS Registration
 - Latest Income and Business Tax Returns
- All prices to be denominated in Philippine peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least Sixty (60) days from the date of receipt of quotation & shall be binding upon the supplier within said period.
- Any interlineations, erasures/overwriting shall be valid only if they are signed/initialed by the proponent or his/her duly authorized representative(s).

The OCD-ARMM reserves the right to accept or reject any or all bid, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project. Furthermore, OCR-ARMM assumes no responsibility to compensate or indemnify the bidder for any expenses or loss that may be incurred in the preparation of the bid or guarantees that an award will be made.


 RAYLINDO S. ANIÑON
 Regional Director

Received by:

 (Signature above Printed Name)

 (Date and Time of Receipt)

*Kindly fill-out and send back this letter to sender

ANNEX "A"

LEASE OF VENUE

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification"

ITEM No.	Specification	Statement of Compliance
	Gender Sensitivity Training on September 6-8, 2018	
I.	AVAILABILITY	
	Event Date: September 6-8, 2018 Check in date and time: September 6, 2018 at 12 nn Check out date and time: September 8, 2018 at 2pm	
II.	MEALS	
	a. Provision of meals: Choices of menu with different variety of foods. September 6, 2018- Lunch, PM Snacks and Dinner 30 pax September 7, 2018-Breakfast, AM Snack, Lunch, PM Snack & Dinner 30 pax September 8, 2018- Breakfast, AM Snack, Lunch, PM Snack 30 pax b. Others: Breakfast, Lunch and Dinner preferably assisted buffet Strictly no pork for meals (HALAL) Must provide water station AM and PM snacks must be served plated With free flowing coffee Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation	
III.	ACCOMMODATION	
	a. Rooms for 30 pax Check in date and time: September 6, 2018 at 12 nn (30 pax only) Check out date and time: September 8, 2018 at 2pm (30 pax only) Room type: 10 Triple sharing b. Others: Must be send bill policy Room rates inclusive breakfast Room must be air conditioned and well ventilated Fully furnished, TV with cable, clean toilet with toiletries such as shampoo, conditioner, tissue paper, soap, tooth brush, tooth paste and bath towel With hot and cold shower Hotel must have fire exit and fire extinguisher Bed sheet, pillow case and towel must be replace daily Rooms must be well lighten (day and night) Daily routine for cleaning rooms and venue for training like removal of garbage daily	
III.	VENUE	
	Complete table for participants and catering set-up Must provide secretariat and registration table Have sufficient power outlets and extension wires for laptops, printer and other equipment Well ventilated, air conditioned and adequate lighting with uninterrupted power supply Conducive for learning Can accommodate the number of participants	
IV.	OTHER REQUIREMENTS	
	Adequate number of comfort room comfortably located adjacent to the venue With wifi connection Free audio system, atleast 2 microphone, white board and projector	

I hereby commit to comply with all the above requirements.

Company Name _____
Address _____

AUTHORIZED REPRESENTATIVE

Signature _____
Complete Name _____
Date _____

ANNEX "B"

PRICE QUOTATION FORM

RAYLINDO S. ANIÑON

Regional Director
Office of Civil Defense-ARMM
Camp GH Siongco, Awang,
Datu Odin Sinsuat, Maguindanao

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder are our financial proposal for all items identified below:

Item	Quantity	Cost per Participant	Total Price
<p>Lease of Venue including meals, Accommodation and Venue for 30 participants for the conduct of Gender Sensitivity Training :</p> <ul style="list-style-type: none">• Event Date: September 6-8, 2018• Check in date and time: September 6, 2018 at 12 nn• Check out date and time: September 8, 2018 at 2pm• Location: Within General Santos City• Number of Participants: Thirty (30)• Function Room Set-Up: Classroom type• Meals for 30 participants:<ul style="list-style-type: none">▪ September 6, 2018- Lunch, PM Snacks and Dinner 30 pax▪ September 7, 2018-Breakfast, AM Snack, Lunch, PM Snack & Dinner 30 pax▪ September 8, 2018- Breakfast, AM Snack, Lunch, PM Snack 30 pax			

TOTAL OFFERED QUOTATION Php _____

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

1. We undertake, if our quotation or bid is accepted, to deliver the above goods from receipt of Work Order (WO)/Purchase Order(PO).
2. We agree to abide by the quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
1. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
2. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name _____
Address _____

AUTHORIZED REPRESENTATIVE

Signature _____
Complete Name _____
Date _____