



Date: August 10, 2018
 PR Ref No: PH-2018
 Quotation No: OCD-0710

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 | Basic Community Based Disaster Risk Reduction and Management Course for Youth and Student Sector; Women Sector, Formal Labor and Migrant Workers |
| Location | Within Cotabato |
| Event Date | September 10-12, 2018; September 26-28, 2018; October 16-18, 2018 |
| Number of Participants | 45 participants per training (40 participants; 3 resource person; 2 secretariat) |
| Brief Description | Training Venue and Meals |
| 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 324,000.00 |
| Fund Source | APB 2018 |

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 17, 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 **ocdammm.main@gmail.com**

General Conditions:

1. All bids higher than ABC shall automatically be disqualified.
2. Proponent must submit the following documents:
 - a. Valid and current Mayor's Permit/Business Permit
 - b. PHILGEPS Registration
 - c. Latest Income and Business Tax Returns
3. 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.
4. 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 |
|---|--|-------------------------|
| EVENT 1: Basic CBDRRM for Youth and Student Sector for Maguindanao | | |
| I. | AVAILABILITY | |
| | Event Date: September 10-12, 2018 | |
| II. | MEALS | |
| | <ul style="list-style-type: none"> • Must provide buffet service (2 viands, 1 vegetable for lunch) with variety of foods to choose from for 45 persons: • AM and PM snacks must be served plated • Strictly no pork for lunch and snacks (HALAL) • Must provide water station • With free flowing coffee • Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation | |
| III. | VENUE | |
| | <ul style="list-style-type: none"> • Structural Condition: The foundation is made of concrete and structural steel materials or combination of both: • Must provide one conference/function room big enough for 45 persons to include supplies and audio-visual equipment. • Must provide sound system with atleast 2 microphones | |
| IV. | OTHER REQUIREMENTS | |
| | <ul style="list-style-type: none"> • All equipment and facilities properly maintained • Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD concerned • Must Accept a Send Bill Policy in the payment of services | |
| EVENT 2: Basic CBDRRM for Women Sector for Maguindanao | | |
| I. | AVAILABILITY | |
| | Event Date: September 26-28, 2018 | |
| II. | MEALS | |
| | <ul style="list-style-type: none"> • Must provide buffet service (2 viands, 1 vegetable for lunch) with variety of foods to choose from for 45 persons: • AM and PM snacks must be served plated • Strictly no pork for lunch and snacks (HALAL) • Must provide water station • With free flowing coffee • Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation | |
| III. | VENUE | |
| | <ul style="list-style-type: none"> • Structural Condition: The foundation is made of concrete and structural steel materials or combination of both: • Must provide one conference/function room big enough for 45 persons to include supplies and audio-visual equipment. • Must provide sound system with at least 2 microphones | |
| IV. | OTHER REQUIREMENTS | |
| | <ul style="list-style-type: none"> • All equipment and facilities properly maintained • Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD concerned • Must Accept a Send Bill Policy in the payment of services | |
| EVENT 3: Basic CBDRRM for Formal Labor and Migrant Workers for Maguindanao | | |
| I. | AVAILABILITY | |
| | Event Date: October 16-18, 2018 | |
| II. | MEALS | |
| | <ul style="list-style-type: none"> • Must provide buffet service (2 viands, 1 vegetable for lunch) with variety of foods to choose from for 45 persons: • AM and PM snacks must be served plated | |

| | | |
|------|---|--|
| | <ul style="list-style-type: none"> • Strictly no pork for lunch and snacks (HALAL) • Must provide water station • With free flowing coffee • Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation | |
| III. | VENUE | |
| | <ul style="list-style-type: none"> • Structural Condition: The foundation is made of concrete and structural steel materials or combination of both; • Must provide one conference/function room big enough for 45 persons to include supplies and audio-visual equipment. • Must provide sound system with at least 2 microphones | |
| IV. | OTHER REQUIREMENTS | |
| | <ul style="list-style-type: none"> • All equipment and facilities properly maintained • Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD concerned • Must Accept a Send Bill Policy in the payment of services | |

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 |
|--|----------|----------------------|-------------|
| Event I: Lease of Venue for the conduct of Basic Community Based Disaster Risk Reduction and Management Course for Youth and Student Sector for Maguindanao Province <ul style="list-style-type: none">• Event Date: September 10-12, 2018• Location: Within Cotabato• Number of Participants: forty five (45)• Function Room Set-Up: Classroom type• Meals for 45 participants:<ul style="list-style-type: none">➢ September 10-12, 2018 : am snacks, lunch, pm snacks | | | |
| Event II: Lease of Venue for the conduct of Basic Community Based Disaster Risk Reduction and Management Course for Women Sector for Maguindanao Province <ul style="list-style-type: none">• Event Date: September 26-28, 2018• Location: Within Cotabato• Number of Participants: forty five (45)• Function Room Set-Up: Classroom type• Meals for 45 participants:<ul style="list-style-type: none">➢ September 26-28, 2018 : am snacks, lunch, pm snacks | | | |
| Event III: Lease of Venue for the conduct of Basic Community Based Disaster Risk Reduction and Management Course for Formal Labor and Migrant Workers for Maguindanao Province <ul style="list-style-type: none">• Event Date: October 16-18, 2018• Location: Within Cotabato• Number of Participants: forty five (45)• Function Room Set-Up: Classroom type• Meals for 45 participants:<ul style="list-style-type: none">➢ October 16-18, 2018: am snacks, lunch, pm snacks | | | |
| | | | |

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.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____
Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Complete Name : _____
Date : _____