



Date: August 14, 2018
 PR Ref No: 092-2018
 Quotation No: 000-082

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:

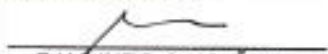
Name of Activity	3-Day Basic Incident Command System for Volunteer and/or Responders; Contingency Planning Formulation Workshop on Terrorism
Location	Within Cotabato
Event Date	September 18-20, 2018; November 20-22, 2018
Number of Participants	47 participants : 35 participants
Brief Description	Accommodation, Venue and Meals (47 participants for 3 days; 35 participants for 3 days)
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 442,800.00
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 21, 2018, at Camp GH Siongo, 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:

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. ANINON
 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 I: 3-Day Basic Incident Command System for Volunteer and/or Responders		
I.	AVAILABILITY	
	Event Date: September 18-20, 2018 Check in date and time: 18 September 2018 at 2 pm Check out date and time: 20 September 2018 at 12nn	
II.	MEALS	
	a. Provision of meals: Choices of menu with different variety of foods. September 18, 2018 AM Snacks, Lunch, PM Snacks and Dinner for 47pax September 19, 2018 Breakfast, AM Snacks, Lunch, PM Snacks and Dinner for 47pax September 20, 2018 Breakfast, AM Snacks, Lunch, PM Snacks for 47pax b. Others: Strictly no pork for lunch and snacks (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 47 pax Check in date and time: 18 September 2018 at 2 pm Check out date and time: 20 September 2018 at 12nn Room type: 22 Double Sharing and 1 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	
Event II: Contingency Planning Formulation Workshop on Terrorism		
I.	AVAILABILITY	
	Event Date: November 20-22, 2018 Check in date and time: 20 November 2018 at 2 pm Check out date and time: 22 November 2018 at 12nn	
II.	MEALS	
	a. Provision of meals: Choices of menu with different variety of foods. November 20, 2018 AM Snacks, Lunch, PM Snacks and Dinner for 35pax November 21, 2018 Breakfast, AM Snacks, Lunch, PM Snacks and Dinner for 35pax November 22, 2018 Breakfast, AM Snacks, Lunch, PM Snacks for 35pax	

	<p>b. Others:</p> <p>Strictly no pork for lunch and snacks (HALAL)</p> <p>Must provide water station</p> <p>AM and PM snacks must be served plated</p> <p>With free flowing coffee</p> <p>Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation</p>	
III.	ACCOMMODATION	
	<p>a. Rooms for 35 pax</p> <p>Check in date and time: 20 November 2018 at 2 pm</p> <p>Check out date and time: 22 November 2018 at 12nn</p> <p>Room type:</p> <p>16 Double Sharing and 1 Triple sharing</p> <p>b. Others:</p> <p>Must be send bill policy</p> <p>Room rates inclusive breakfast</p> <p>Room must be air conditioned and well ventilated</p> <p>Fully furnished, TV with cable, clean toilet with toiletries such as shampoo, conditioner, tissue paper, soap, tooth brush, tooth paste and bath towel</p> <p>With hot and cold shower</p> <p>Hotel must have fire exit and fire extinguisher</p> <p>Bed sheet, pillow case and towel must be replace daily</p> <p>Rooms must be well lighten (day and night)</p> <p>Daily routine for cleaning rooms and venue for training like removal of garbage daily</p>	
III.	VENUE	
	<p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for leptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p>	
IV.	OTHER REQUIREMENTS	
	<p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, atleast 2 microphone, white board and projector</p>	

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 3-Day Basic Incident Command System for Volunteer and/or Responders <ul style="list-style-type: none">• Event Date: September 18-20, 2018• Check in date and time: 18 September 2018 at 2 pm• Check out date and time: 20 September 2018 at 12nn• Location: Within Cotabato• Number of Participants: forty seven (47)• Function Room Set-Up: Classroom type• Meals for 47 participants:<ul style="list-style-type: none">➢ September 18, 2018 AM Snacks, Lunch, PM Snacks and Dinner for 47pax➢ September 19, 2018 Breakfast, AM Snacks, Lunch, PM Snacks and Dinner for 47pax➢ September 20, 2018 Breakfast, AM Snacks, Lunch, PM Snacks for 47pax			
Event II: Lease of Venue for the conduct of Contingency Planning Formulation Workshop on Terrorism <ul style="list-style-type: none">• Event Date: November 20-22, 2018• Check in date and time: 20 November 2018 at 2 pm• Check out date and time: 22 November 2018 at 12nn• Location: Within Cotabato• Number of Participants: thirty five (35)• Function Room Set-Up: Classroom type• Meals for 35 participants:<ul style="list-style-type: none">➢ November 20, 2018 AM Snacks, Lunch, PM Snacks and Dinner for 35pax➢ November 21, 2018 Breakfast, AM Snacks, Lunch, PM Snacks and Dinner for 35pax➢ November 22, 2018 Breakfast, AM Snacks, Lunch, PM Snacks for 35pax			

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 _____