

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Camp General Emilio Aguinaldo, Quezon City

**REQUEST FOR QUOTATION (RFQ) No. CBTS-0418-22**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.10 Lease of Real Property or Venue** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

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

<b>Name of Project</b>	:	Provision of Hotel Venue Rental and Accommodation Services for the Conduct of Workshop to Develop Greater Metro Manila Earthquake Impact Reduction Study (GMMEIRS)
<b>Location</b>	:	Within Metro Manila (Preferably Manila, Quezon City, Makati City)
<b>Date of Event</b>	:	Check-in: May 23, 2018 (60 pax) Check-out: May 25, 2018 (60 pax)
<b>Type of Accommodation</b>	:	Twin-Sharing and Full board
<b>Brief Description</b>	:	Hotel Venue Rental/Accommodation Services and Must be at least four-star hotel
<b>Terms of Payment</b>	:	<b><u>Must accept send bill policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	ABC: Php318,000.00
<b>Fund Source</b>	:	<b>CBTS DRRM APB CY 2018</b>

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**

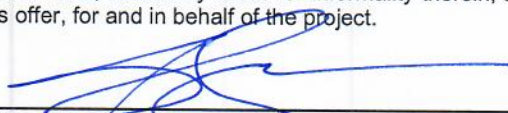
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF) (under prescribed form) non-submission shall automatically be disqualified**" not later than **1:30 PM on 09 May 2018**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.oecd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

Interested supplier/service provider is required to submit the following documents:

- a. Platinum PhilGEPS Registration only with valid and current annexes  
While for Red Membership:
1. Valid and current Mayor's Permit/Business Permit
  2. PhilGEPS Registration Number
  3. Latest Income and Business Tax Return

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The OCD reserves the right to accept or reject any or all bids, 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.

  
\_\_\_\_\_  
**DIR. BERNARDO RAFAELITO R. ALEJANDRO IV**  
Chairperson  
OCD Bids and Awards Committee



**ANNEX "A"**  
**Technical Specifications**

**Provision of Hotel Venue Rental and Accommodation Services for the Conduct of Workshop to Develop Greater Metro Manila Earthquake Impact Reduction Study (GMMEIRS)**

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."

**Legend:** \*MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	<b>Date of Event:</b> May 23 to 25, 2018	
II.	<b>Location:</b> Within Metro Manila (Preferably Manila, Quezon City, Makati City)	
III.	<b>Hotel Accommodation:</b> 1. Must provide accommodation for 60 participants 2. Room arrangement must be <b>twin-sharing</b> 3. Check-in and Check-out details shall be as follows: <ul style="list-style-type: none"> <li>• Check-in: May 23, 2018 (60 pax)</li> <li>• Check-out: May 25, 2018 (60 pax)</li> </ul> 4. Must have internet connection at least 4GB, 30mpbs in the rooms and all areas of the hotel premises and must have <b>bottled drinking water</b> inside the rooms.	
IV.	<b>Conference Room and Equipment:</b> 1. Must provide one (1) conference/function room big enough for 50 to 60 persons to include supplies and audio-visual equipment. Conference/function room must not have posts or other obstructions. 2. Must provide <b>three (3) break-out rooms</b> for eight (8) hours for two (2) days. 3. Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system with at least 8 microphones, <b>10-15 extension cords, flip charts with stands, whiteboards</b> and other requirements.	
V.	<b>Meals/Restaurant Services:</b> 1. Must provide <b>buffet service</b> (2 viands of meat, 1 vegetable meal) with variety of foods to choose from. 2. Must be flexible to the <b>dietary requirements</b> and restrictions of the guests. 3. Must have <b>pork-free</b> alternative meals to cater the Muslims guests. 4. Provision of meals must be as follows: <ul style="list-style-type: none"> <li>• May 23, 2018 – Dinner for 60 pax</li> <li>• May 24-25, 2018 – Full board for 60 pax</li> </ul>	
VI.	<b>Other Requirements:</b> 1. Must be <b>at least four (4) star hotel</b> . 2. Must have been in business for a <b>minimum of two (2) years</b> . 3. Must be gender-sensitive and friendly to persons with disabilities, elderly, pregnant woman, and children. 4. Must provide <b>ample free parking space</b> for the participants/facilitators. 5. Must be pleasing aesthetic both inside and outside the hotel. 6. Must satisfy the requirements for security and other substantive details meet the objectives of OCD. 7. Must be able to adjust the abrupt changes in the number of hotel rooms and conference rooms as needed for the event.	
VII.	<b>Payment:</b> Must accept SEND BILL policy as payment of services.	

I hereby certify to comply and deliver all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE** :

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**ANNEX "B"**  
**Price Quotation Form**

**The Bids and Awards Committee**  
OFFICE OF CIVIL DEFENSE  
Camp Gen. Emilio Aguinaldo, Quezon City

Sir/Madam:

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

ARTICLE AND DESCRIPTIONS	Quantity	Cost per pax	Total Price
Provision of Hotel Venue Rental and Accommodation Services for the Conduct of Workshop to Develop Greater Metro Manila Earthquake Impact Reduction Study (GMMEIRS)  Date of Event: May 23 to 25, 2018 Location: Within Metro Manila (Preferably Manila, Quezon City, Makati City) Room Arrangement: Twin Sharing for 60 pax Accommodation: Full Board and at least four (4) star hotel	1 Lot	PhP	PhP
<b>Total Price</b>		PhP	PhP

**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within seven (7) calendar days from receipt of Contract.
3. 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.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Office Tel. No. & Mobile No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_