

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

**REQUEST FOR QUOTATION (RFQ) No. CBTS-0518-031**

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 CBTS Activities for July and September 2018
<b>Location</b>	: Within Metro Manila, Cavite or Rizal
<b>Date of Event</b>	: <b>Event 1: Community-Based DRRM (CBDRRM) Training for Volunteer Groups and Urban Poor Sector (Batch 1)</b> Check-in: July 10, 2018 (First Batch, 10 pax) Check-in: July 11, 2018 (Second Batch, 40 pax) Check-out : July 13, 2018 (50 pax) <b>Event 2: Community-Based DRRM (CBDRRM) Training for Women and Indigenous People and Cultural Communities Sector (Batch 2)</b> Check-in: September 17, 2018 (First Batch, 10 pax) Check-in : September 18, 2018 (Second Batch, 40 pax) Check-out : September 20, 2018 (50 pax)
<b>Brief Description</b>	: Hotel Venue Rental/Accommodation Services and Must be at least three-star hotel
<b>Type of Accommodation</b>	: Twin-Sharing/Full board
<b>Terms of Payment</b>	: <b><u>Must accept send bill policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: Event 1: Php. 309,000.00 Event 2: Php. 309,000.00 <b>Total ABC: Php618,000.00</b>
<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 20 June 2018**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **quotation (indicate the project name)** **duly signed by your authorized representative to our office or thru email.** 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:

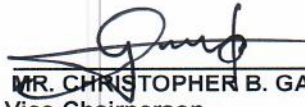
- a. Platinum PhilGEPS Registration only with valid and current annexes

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.



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**MR. CHRISTOPHER B. GACUTAN**  
Vice-Chairperson  
OCD Bids and Awards Committee



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

**Provision of Hotel Venue Rental and Accommodation Services for CBTS Activities  
for July and September 2018**

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.	<p><b>Date of Event:</b> Event 1: July 10 to 13, 2018 Event 2: September 17 to 20, 2018</p>	
II.	<p><b>Location:</b> Within Metro Manila, Cavite or Rizal</p>	
III.	<p><b>Hotel Accommodation and Other Requirements:</b> 1. Hotel should be able to provide twin sharing rooms with bottled water, meals and other requirements. 2. Hotel must be at least a three-star hotel.</p> <p><b>Event 1: July 10 to 13, 2018</b> Check-in: July 10, 2018 (First Batch, 10 pax) Check-in: July 11, 2018 (Second Batch, 40 pax) Check-out : July 13, 2018 (50 pax)</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> <li>• Venue must be big enough for indoor activities</li> <li>• Exclusive use of Swimming Pool Area on 12 July 2018</li> <li>• Break-out Room – three break-out rooms food for 10 pax, 8 hours with projector on 13 July 2018</li> </ul> <p><b>Event 2: September 17 to 20, 2018</b> Check-in: September 17, 2018 (First Batch, 10 pax) Check-in : September 18, 2018 (Second Batch, 40 pax) Check-out : September 20, 2018 (50 pax)</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> <li>• Venue must be big enough for indoor activities</li> <li>• Exclusive use of Swimming Pool Area on 20 September 2018</li> <li>• Break-out Room – three break-out rooms food for 10 pax, 8 hours with projector on 21 September 2018</li> </ul> <p>3. Hotel should be located within Metro Manila, Cavite or Rizal and should be accessible, PWD friendly and not near the Red-Light District and Funeral Parlor. 4. Hotel must able to adjust to the abrupt change in the number of hotel rooms and conference rooms needed for the event. 5. Hotel must satisfy the requirements of security (standby security personnel) and substantive objectives of the OCD-NDRRMC. 6. Hotel rates must include strong unlimited internet connection (wired/wireless broadband) for every participant both in venue and rooms. 7. Hotel must offer a variety of amenities like indoor gym, smoking area, etc. 8. The company should have been in business for at least of two (2) years 9. Pleasing aesthetic both inside and outside the hotel. 10. Hotel must have an indoor clinic with standby medical personnel and must be near hospitals (within 4 km radius) 11. Hotel must have swimming pool and open area nearby big enough for outdoor activities (such as but not limited to Fire Suppression Exercise)</p>	
IV.	<p><b>Conference Room and Equipment:</b> 1. The function room must be located within the hotel and must be big enough to</p>	

	<p>accommodate the number of participants for a boardroom and U-shape set up without any obstruction with provision for a secretariat area.</p> <p>2. Audio-visual equipment such as projector screens, functioning sound system, etc. should be provided</p>	
V.	<p><b>Meals/Restaurant Services:</b></p> <ol style="list-style-type: none"> <li>1. Hotel must provide a meal area enough for the identified number of participants and enough parking lot for all the participants.</li> <li>2. With flexibility of dietary requirements of guests.</li> <li>3. With international and local cuisines and a variety of foods to choose from.</li> <li>4. With selection of sustainable menu options.</li> </ol> <p><b>Event 1: July 10 to 13, 2018</b></p> <p>July 10, 2018 – Meal: Dinner (10 pax)</p> <p>July 11, 2018 – Meal: Breakfast (10 pax)</p> <p style="padding-left: 40px;">Meal: AM and PM Snacks, Lunch, and Dinner (50 pax)</p> <p>July 12, 2018 – Meal: Breakfast, AM and PM Snacks, Lunch, and Dinner (for 48 pax)</p> <p>July 13, 2018 – Meal: Breakfast, AM Snack, Lunch, PM Snack for (50 pax)</p> <p><b>Event 2: September 17 to 20, 2018</b></p> <p>September 17, 2018 – Meal: Dinner (10 pax)</p> <p>September 18, 2018 – Meal: Breakfast (10 pax)</p> <p style="padding-left: 40px;">Meal: AM and PM Snacks, Lunch, and Dinner (for 48 pax)</p> <p>September 19, 2018 – Meal: Meal: Breakfast, AM Snack, Lunch, PM Snack and Dinner for (50 pax)</p> <p>September 20, 2018 – Meal: Breakfast, AM and PM Snacks, Lunch (50 pax)</p>	
VI.	<p><b>Payment:</b></p> <p>Must accept SEND BILL policy as payment of services.</p>	

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
<b>Provision of Hotel Venue Rental and Accommodation Services for CBTS Activities for July and September 2018</b>			
Location: Within Metro Manila, Cavite or Rizal Room Arrangement: Twin Sharing/ Full Board Accommodation: Must be at least three-star			
<b>Event dates:</b>			
• Event 1: July 10 to 13, 2018	1 Lot	PhP	PhP
• Event 2: September 17 to 20, 2018	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 : \_\_\_\_\_