

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

REQUEST FOR QUOTATION (RFQ) No. LIFMD-0418-012

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:

Name of Project	:	Provision of Lease of Venue, Meals and Accommodation for the Philippine Hosting of the INSARAG Earthquake Regional Exercise 2018
Location	:	Clark Freeport Zone, Pampanga
Date of Event	:	June 23-30, 2018
Type of Accommodation	:	Full board- Single/Twin Sharing
Brief Description	:	Must be at least three (3) star hotel
Terms of Payment	:	<u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	:	Total: Php4,284,100.00
Fund Source	:	OS APB CY 2018

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 25 April 2018**, at the OCD BAC Secretariat Office, 2nd 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.ocd@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 Lease of Venue, Meals and Accommodation for the Philippine Hosting of the
INSARAG Earthquake Regional Exercise 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."

Item No.	Agency Specifications for Accommodation and Meals	Statement of Compliance
I.	30 pax of Meals and Accommodation with WIFI for Local Excon / Single or Twin- Sharing Rooms	
II.	36 pax Meals and Room Accommodation with WiFi for Working Group / Single or Twin- Sharing Rooms Thirty (33) Single/Twin Sharing Rooms Check-in: June 23, 2018 / Check-out: June 30, 2018	
III.	34 pax Meals and Room Accommodation with WiFi for Working Group / Single or Twin- Sharing Rooms Seventeen (17) Single / Twin Sharing Rooms Check-in: June 24, 2018 / Check-out: June 30, 2018 Meals for 66 pax June 23, 2018 (Lunch, PM Snacks and Dinner) June 24, 2018 (Breakfast, AM Snacks) Meals for 100 pax June 24, 2018 (Lunch, PM Snacks and Dinner) June 25, 2018 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) June 26, 2018 (Breakfast) June 27, 2018 (Breakfast and Dinner) June 28, 2018 (Breakfast and Dinner) June 29, 2018 (Breakfast) June 30, 2018 (Breakfast, AM Snacks) One (1) Function Room for meetings for 150 pax June 23-30, 2018 with WiFi and Basic Amenities, Flowing Coffee or Tea)	
IV.	34 pax Meals (Mentors and Insarag Secretariat) June 23, 2018 (Lunch, PM Snacks and Dinner) June 24, 2018 (Breakfast, AM Snacks) June 25, 2018 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)	
V.	183 pax Meals and Room Accommodation with WiFi (Participants / Players/ Support Personnel to the SIMEX) – Single or Twin- Sharing Rooms Ninety-Two (92) Single / Twin Sharing Rooms Check-in: June 25, 2018 / Check-out: June 30, 2018 Meals for 183 Pax June 25, 2018 (Lunch, PM Snacks and Dinner) June 26, 2018 (Breakfast) June 27, 2018 (Breakfast and Dinner) June 28, 2018 (Breakfast and Dinner) June 29, 2018 (Breakfast) June 30, 2018 (Breakfast, AM Snacks)	
VI.	25 pax Meals and Room Accommodation with WiFi for 25 pax (Guests/Observers) Check-in: June 26, 2018 / Check-out: June 30, 2018 or an option for 4 nights accommodation within June 24-30, 2018 Five (5) Single Rooms, Ten (10) Twin Sharing Rooms Day 1 (Lunch, PM Snacks and Dinner) Day 2 (Breakfast) Accommodation inclusive of breakfast AM Snacks – sandwich, bread, pastry or native delicacies pasta or noodle with bread and drinks with drinks Lunch or Dinner (2 viands with a choice of Pork, Chicken, Beef or Seafoods,	

	vegetable, rice, dessert with drinks) Drinks- (bottled water, juice or ice tea or softdrinks) "NO PORK" WiFi both function rooms and bedrooms At least 30 dedicated and available parking slots for the guests Flowing coffee or tea	
VII.	<u>Must accept SEND BILL policy as payment for services.</u>	

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
Meals and Room Accommodation	30 pax		
Meals and Room Accommodation	36 pax		
Meals and Room Accommodation	34 pax		
Meals (Mentors and Insarag Secretariat)	34 pax		
Meals and Room Accommodation	183 pax		
Meals and Room Accommodation	25 pax		
	Total Price	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 : _____