



Republic of the Philippines
Department Of National Defense
OFFICE OF CIVIL DEFENSE
 Autonomous Region in Muslim Mindanao
 Camp BGeneral Gonzalo H Siongco, Awang, Datu Odin Sinsuat, Maguindanao

Date: May 8, 2018
 PR Ref No: 004-2018
 Quotation No: 00-025

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 Victim of Disaster and Calamities, Senior Citizens and Urban Poor Sector of Maguindanao Province
Location	Within Cotabato
Event Date	May 22-24, 2018; May 28-30, 2018 & June 13-15, 2018
Number of Participants	45 participants per training
Brief Description	Meals (45 participants for 3 days) per training
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 09:00 AM on May 9, 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:

- All bids higher than ABC shall automatically be disqualified.
- Proponent must submit the following documents:
 - Valid and current Mayor's Permit/Business Permit
 - PHILGEPS Registration
 - Latest Income and Business Tax Returns
- 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.
- 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 Victim of Disaster and Calamities in Maguindanao		
I.	AVAILABILITY	
	Event Date: May 22-24, 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 	
EVENT 2: Basic CBDRRM for Senior Citizen in Maguindanao		
I.	AVAILABILITY	
	Event Date: May 22-24, 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 	

EVENT 3: Basic CBDRRM for Urban Poor Sector in Maguindanao	
I. AVAILABILITY	
	Event Date: May 22-24, 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 ambiance; must satisfy the requirements of security and substantive objectives of the OCD concerned

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 Victim of Disaster and Calamities in Maguindanao Province <ul style="list-style-type: none">• Event Date: May 22-24, 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">➢ May 22-24, 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 Senior Citizen in Maguindanao Province <ul style="list-style-type: none">• Event Date: May 28-30, 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">➢ May 28-30, 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 Urban Poor Sector in Maguindanao Province <ul style="list-style-type: none">• Event Date: June 13-15, 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">➢ June 13-15, 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 : _____