



OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

2F/3F Ed Fabro Building, Pagdalagan, City of San Fernando, La Union

Date: 08/06/2018
PR Ref No: 2018-08-0227
Quotation No: 2018-08-0189

Company Name : _____
Address : _____
Tel. No./Fax No. : _____
Business Permit No. : _____
TIN : _____
PhilGEPS Cert. # : _____
Vatable/Non-Vatable (please indicate) : _____

REQUEST FOR QUOTATION

The Office of Civil Defense Regional Office 1 will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.10 Lease of Real Property** 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 Project:	Provision of Lease of Venue including meals and Accommodation for the conduct of 3 rd Quarter Nationwide Simultaneous Earthquake Drill CY 2018
Event Date:	August 11-16
Location:	Within the Province of Ilocos Sur
Brief Description:	Venue Rental, accommodation and meals
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 372, 500.00
Fund Source:	DRRM CO 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)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **09:00 AM on August 09, 2018**, at the 2nd Floor, Ed Fabro Building, Pagdalagan, City of San Fernando, La Union. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact us at telephone nos. **(072) 607-6528** or email address at **region1@ocd.gov.ph**.

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

1. Platinum PHILGEPS Registration only with valid and current annexes
2. For Red Membership:
 - a. Valid and current Mayor's Permit/Business Permit
 - b. PHILGEPS Registration Number
 - c. Latest Income and Business Tax Returns

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 of 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 to open to it.

The OCD RO1 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.

MELCHITO M. CASTRO
Regional Director

(Signature above printed name)

(Date and time of receipt)

**Kindly fill-in and send back this letter to sender to acknowledge receipt*

ANNEX "A"

Technical Specifications

Provision of Lease of Venue including meals and Accommodation for the conduct of 3rd Quarter Nationwide Simultaneous Earthquake Drill CY 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.	Specification	Statement of Compliance
I.	Availability:	
	Event Date: August 11-16, 2018	
II.	Location and Site Condition:	
	1. Within the Province of Ilocos Sur	
	2. Available Parking Space	
III.	Neighbourhood Data:	
	1. Proper waste management system such as regular garbage collection and within Sanitary Permit from approximate authority	
	2. Proximity to police and fire stations	
	3. Strategic location to commercial establishments and ATM banks	
	4. Proximity to a hospital	
IV.	Venue:	
	1. Structural Condition: - The foundation is made of concrete and structural steel materials or combination of both. - Compliant with the standards provided by the Building Code of the Philippines	
	2. Functionality a. Conference Room - Use of one (1) Function Room (good for 150 pax; 9AM to 5PM of August 11-16, 2018) - Classroom type (at least 8 pax per table) - Conference Room must not contain pillars - Amenities include: i. Secretariat's table - Long table/registration desk and extra tables for the secretariat with chairs ii. Projector, white screen and table for LCD projector iii. Sound System with At least three (3) microphone units and Podium iv. Whiteboard and/or Flipchart with markers, pads and pencils v. Waived electricity charges for use of laptops and projectors vi. On-call operator for PA systems and On-call waiter	
	b. Room Arrangement - Air-conditioned rooms with one bed (single occupancy) inclusive of free breakfast to check-in on August 11, 2018 and check-out on August 17, 2018 i. August 11-14, 2018: Ten (10) single occupancy rooms ii. August 15, 2018: Forty-five (45) single occupancy rooms iii. August 16, 2018: Thirty-five (35) single occupancy rooms	
	c. Space Requirement - Conference room can accommodate 150 pax	
	d. Light and ventilation - Proper and adequate light and ventilated	
	3. Facilities: a. Continuous water supply and accessible comfort room b. Proper and adequate light ventilation c. Accessible emergency exit d. Functional fire alarm and standby fire extinguisher and automatic sprinkler e. Available Telephone and/or Internet Connection within the premises of the building f. Audible/Operational Sound System	
	4. Other requirements: a. All equipment and facilities properly maintained b. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCDR1 concerned.	

ITEM No.	Specification	Statement of Compliance
	c. Adequate security service (24/7) d. Standby generator set – for guaranteed power supply during the entire stay e. Backdrop and Welcome streamers/ Lobby posting f. Philippine Flag g. Free use of extension cords h. On call medical personnel in case of emergency i. <u>Hotel Must Accept a Send Bill Policy in the payment of services</u> j. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.	
	5. Catering Services: a. Meals: i. August 11, 2018 - Breakfast (Complimentary) good for 10 pax - AM Snacks good for 150 pax - Lunch good for 25 pax - PM Snacks good for 150 pax - Dinner good for 10 pax ii. August 12, 2018: - Breakfast (Complimentary) good for 10 pax - AM Snacks good for 150 pax - Lunch good for 25 pax - PM Snacks good for 150 pax - Dinner good for 10 pax iii. August 13, 2018 - Breakfast (Complimentary) good for 10 pax - AM Snacks good for 150 pax - Lunch good for 25 pax - PM Snacks good for 150 pax - Dinner good for 10 pax iv. August 14, 2018 - Breakfast (Complimentary) good for 10 pax - AM Snacks good for 50 pax - Lunch good for 50 pax - PM Snacks good for 50 pax - Dinner good for 10 pax v. August 15, 2018 - Breakfast (Complimentary) good for 45 pax - AM Snacks good for 200 pax - Lunch good for 50 pax - PM Snacks good for 200 pax - Dinner good for 45 pax vi. August 16, 2018 - Breakfast (Complimentary) good for 35 pax - Lunch good for 200 pax - PM Snacks good for 300 pax - Dinner good for 100 pax b. Drinks (One bottled juice for every meals and snacks) c. Guided Buffet Breakfast; flexibility of dietary requirements of guests; selection of sustainable menu options; International and local cuisine with a variety of food to choose from; must have pork-free alternative meals to cater the Muslim guests.	
	6. Client's Satisfactory Rating	

I hereby commit to comply with all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

ANNEX "B"
Price Quotation Form

MELCHITO M. CASTRO

Regional Director
Office of Civil Defense Regional Office 1
2F Ed Fabro Building, Pagdalagan,
City of San Fernando, La Union

Sir:

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:

Item	Quantity	Cost per Participant	Total Price
<p>Lease of Venue including meals and Accommodation for the conduct of 3rd Quarter Nationwide Simultaneous Earthquake Drill CY 2018 <u>TECHNICAL SPECIFICATIONS:</u></p> <ul style="list-style-type: none"> • Event Date: August 11-17, 2018 • Location: Within Ilocos Sur Province • Function Hall: One (1) function hall good for 150 pax • Room Arrangement: Air-conditioned rooms with one bed (single occupancy) inclusive of free breakfast to check-in on August 11, 2018 and check-out on August 17, 2018 <ul style="list-style-type: none"> i. August 11-14, 2018: Ten (10) single occupancy rooms ii. August 15, 2018: Forty-five (45) single occupancy rooms iii. August 16, 2018: Thirty-five (35) single occupancy rooms • Meals: <ul style="list-style-type: none"> August 11, 2018: <ul style="list-style-type: none"> - Breakfast (Complimentary) good for 10 pax - AM Snacks good for 150 pax - Lunch good for 25 pax - PM Snacks good for 150 pax - Dinner good for 10 pax August 12, 2018: <ul style="list-style-type: none"> - Breakfast (Complimentary) good for 10 pax - AM Snacks good for 150 pax - Lunch good for 25 pax - PM Snacks good for 150 pax - Dinner good for 10 pax August 13, 2018: <ul style="list-style-type: none"> - Breakfast (Complimentary) good for 10 pax - AM Snacks good for 150 pax - Lunch good for 25 pax - PM Snacks good for 150 pax - Dinner good for 10 pax August 14, 2018: <ul style="list-style-type: none"> - Breakfast (Complimentary) good for 10 pax - AM Snacks good for 50 pax - Lunch good for 50 pax - PM Snacks good for 50 pax - Dinner good for 10 pax August 15, 2018: <ul style="list-style-type: none"> - Breakfast (Complimentary) good for 45 pax - AM Snacks good for 200 pax - Lunch good for 50 pax - PM Snacks good for 200 pax - Dinner good for 45 pax August 16, 2018: <ul style="list-style-type: none"> - Breakfast (Complimentary) good for 35 pax - Lunch good for 200 pax - PM Snacks good for 300 pax 	1 Lot		

<p>- Dinner good for 100 pax</p> <p><i>*Guided Buffet Breakfast; flexibility of dietary requirements of guests; selection of sustainable menu options; International and local cuisine with a variety of food to choose from; must have pork-free alternative meals to cater the Muslim guests</i></p>			
Total Price			

TOTAL OFFERED QUOTATION..... 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 fifteen (15) calendar days from receipt of Work Order (WO)/Purchase Order (PO).
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 : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Date : _____