



# OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

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

Date: August 07, 2018

PR Ref No: 2018-08-0236

Quotation No: 2018-08-0197

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Vatable/Non-Vatable (please indicate) : \_\_\_\_\_

## REQUEST FOR QUOTATION

Gentlemen:

The Office of Civil Defense Regional Office 1, through its Regional Canvass Committee (RCC) 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 OCDRO1 hereinafter referred to as the "Purchaser", now request submission of a price quotation for the subject below:

|  |  |
|--|--|
| Name of Project 1                      | Lease of venue for the conduct of Final Draft Workshop and Table-top Exercise for the Formulation of Contingency Plan on Human-Induced Hazard for the Province of Ilocos Norte |
| Location                               | Within Laoag City, Ilocos Norte  |
| Event Date                             | August 23-24, 2018   |
| Number of Participants                 | Forty eight (48)   |
| Brief Description                      | Leasing of venue including provision of 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 96,000.00  |
| Fund Source                            | APB-CDE 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 **9:00 AM on August 09, 2018** at the 2<sup>nd</sup> Floor, Ed Fabro Building, Pagdalagan, City of San Fernando, La Union. Submit your **quotation (indicate the project name)** duly signed by your authorized representative on our office or thru email. For any clarifications, you may contact us at telephone no. **(072) 607-6528** or email address at **region1@ocd.gov.ph**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

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

- Platinum PhilGEPS Registration only with valid and current annexes

**While for Red Membership:**

- Valid and current Mayor's Permit/Business Permit
- PHILGEPS Registration Number
- 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 for everyday of delay. The maximum deduction shall be 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 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

**ANNEX "A"**

**Technical Specifications**

**LEASE OF VENUE FOR THE CONDUCT OF FINAL DRAFT WORKSHOP AND TABLE-TOP EXERCISE FOR THE FORMULATION OF CONTINGENCY PLAN ON HUMAN-INDUCED HAZARD FOR THE PROVINCE OF ILOCOS NORTE**

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."

| <b>ITEM No.</b> | <b>Agency Specification</b>   | <b>Statement of Compliance</b> |
|-----------------|---|--------------------------------|
| <b>I.</b>       | <b>Availability:</b>  |                                |
|                 | Event Date: August 23-24, 2018  |                                |
| <b>II.</b>      | <b>Location and Site Condition:</b>   |                                |
|                 | 1. Within Laoag City, Ilocos Norte  |                                |
|                 | 2. Available Parking Space  |                                |
| <b>III.</b>     | <b>Neighborhood Data:</b>   |                                |
|                 | 1. Proximity to police and fire stations  |                                |
|                 | 2. Proximity to a hospital  |                                |
| <b>IV.</b>      | <b>Venue:</b>   |                                |
|                 | 1. Structural Condition:<br>- The foundation is made of concrete and structural steel materials or combination of both.<br>- Compliant with the standards provided by the Building Code of the Philippines  |                                |
|                 | 2. Functionality<br>a. Conference Room<br>- Use of one (1) function room that can accommodate forty eight (48) participants from 8:00AM of August 23 up to 5:00 PM of August 24, 2018<br>- Conference room must not contain pillars<br>- Amenities include:<br>i. Projector screen and table for LCD projector<br>ii. Sound system with at least two (2) microphone units and podium<br>iii. Waived electricity charges for use of laptops and projectors<br>iv. On-call operator for PA systems and on-call waiter |                                |
|                 | b. Room Arrangement<br>- Can accommodate at least eight (8) pax; two (2) twin sharing room (separate beds) and four (4) one/single occupancy;<br>- Check-in Date: August 22, 2018; Check-out Date: August 24, 2018<br>- Daily housekeeping services   |                                |
|                 | c. Light, ventilation and air conditioning<br>- Proper and adequate light and ventilated rooms  |                                |
|                 | 3. Facilities:<br>a. Continuous water supply and accessible comfort room<br>b. Accessible emergency exit<br>c. Functional fire alarm and standby fire extinguisher and automatic sprinkler<br>d. Available telephone and/or internet connection within the premises of the building   |                                |
|                 | 4. Other requirements:<br>a. All equipment and facilities properly maintained<br>b. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCDR1 concerned.<br>c. Adequate security service (24/7)<br>d. Standby generator set – for guaranteed power supply during the entire stay<br>e. Free use of extension cords<br>f. On call medical personnel in case of emergency<br>g. <b>Hotel must accept a send bill policy in the payment of services</b>        |                                |
|                 | 5. Catering Services –<br>a. August 22-23, 2018: dinner good for eight (8) pax<br>b. August 23-24, 2018: breakfast good for eight (8) pax<br>c. August 23-24, 2018: AM/PM Snacks and Lunch good for forty eight (48) pax; free flowing coffee   |                                |

| ITEM No. | Agency Specification  | Statement of Compliance |
|----------|---|-------------------------|
|          | d. Drinks: one (1) bottled juice for every meals and snacks<br><i>*Guided buffet; flexibility of dietary requirements of guests; selection of sustainable menu options; and international and local cuisine with a variety of food to choose from</i> |                         |
|          | 6. Client's Satisfactory Rating   |                         |

I hereby commit to comply with all the above requirements.

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

**AUTHORIZED REPRESENTATIVE**

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

**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:

| Article and Description   | Quantity | Total Price |
|---|----------|-------------|
| Lease of venue for the conduct of Final Draft Workshop and Table-top Exercise for the Formulation of Contingency Plan on Human-Induced Hazard for the Province of Ilocos Norte <ul style="list-style-type: none"><li>• <b>Event date:</b> August 23-24, 2018</li><li>• <b>Location:</b> within Laoag City, Ilocos Norte</li><li>• <b>Number of participants:</b> forty eight (48)</li><li>• <b>Meals for participants:</b><ul style="list-style-type: none"><li>- August 22-23, 2018: dinner good for eight (8) pax</li><li>- August 23-24, 2018: breakfast good for eight (8) pax</li><li>- August 23-24, 2018: AM/PM Snacks and Lunch good for forty eight (48) pax; free flowing coffee</li><li>- Drinks: one (1) bottled juice for every meals and snacks</li></ul></li><li>• <b>Room Arrangement</b><ul style="list-style-type: none"><li>- Can accommodate at least eight (8) pax; two (2) twin sharing room (separate beds) and four (4) one/single occupancy;</li><li>- Check-in Date: August 22, 2018; Check-out Date: August 24, 2018</li></ul></li></ul> | 1 Lot    |             |
| <b>TOTAL</b>  |          | <b>Php</b>  |

**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 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 : \_\_\_\_\_