

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

**REQUEST FOR QUOTATION (RFQ) No. PDPS-0518-01**

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 the Conduct of 20 <sup>th</sup> Gawad Kalasag Desk Evaluation
<b>Location</b>	:	Within Quezon City and away from funeral parlors and red light district
<b>Date of Event</b>	:	Check-in: May 09, 2018 (7pax) Check-out: May 11, 2018 (70 pax) Check-in: May 15, 2018 (7pax) Check-out: May 16, 2018 (70 pax)
<b>Type of Accommodation</b>	:	Twin-Sharing and Full board
<b>Brief Description</b>	:	Hotel Venue Rental/Accommodation Services and Must be at least three-star hotel
<b>Terms of Payment</b>	:	<b><u>Must accept send bill policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	ABC: Php770,000.00
<b>Fund Source</b>	:	<b>PDPS 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 **8:30 AM on 08 May 2018**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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.oed@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 Hotel Venue Rental and Accommodation Services for the Conduct of 20<sup>th</sup> Gawad Kalasag Desk Evaluation**

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	Statement of Compliance
I.	<b>Date of Event:</b> May 09 to 11, 2018 May 15 to 16, 2018	
II.	<b>Location:</b> Within Quezon City and away from funeral parlors and red light district	
III.	<b>Hotel Accommodation:</b> 1. Must provide accommodation for 70 participants 2. Room arrangement must be <b>twin-sharing</b> 3. Check-in and Check-out details shall be as follows: <ul style="list-style-type: none"> <li>• Check-in: May 07, 2018 (70 pax)</li> <li>• Check-out: May 11, 2018 (70 pax)</li> <li>• Check-in: May 15, 2018 (70 pax)</li> <li>• Check-out: May 16, 2018 (70 pax)</li> </ul> 4. Must have internet connection at least 4GB, 30mpbs in the rooms and all areas of the hotel premises and must have <b>bottled drinking water</b> inside the rooms.	
IV.	<b>Conference Room and Equipment:</b> Must provide one (1) conference/function room big enough for 70 to 80 persons for round table set-up/design with proper lighting and ventilation conducive for document review and without pillar. With audio-visual equipment such as projects, flat screen, sound system, projector screens etc must be available.	
V.	<b>Meals/Restaurant Services:</b> 1. Must be flexible to the <b>dietary requirements</b> and restrictions of the guests. 2. Provision of meals must be as follows: <ul style="list-style-type: none"> <li>• May 10-11, 2018 – Full board for 70 pax</li> <li>• May 15, 2018 – AM Snacks to Dinner for 70 pax</li> <li>• May 16, 2018 – Full board for 70 pax</li> </ul>	
VI.	<b>Other Requirements:</b> 1. Must be at least three (3) star hotel. 2. Must have been in business for a minimum of two (2) years. 3. Must be gender-sensitive and friendly to persons with disabilities, elderly, pregnant woman, and children. 4. Must provide 10 free parking space for the participants/facilitators. 5. Must be pleasing aesthetic both inside and outside the hotel. 6. Must satisfy the requirements for security and other substantive details meet the objectives of OCD. 7. Must be able to adjust the abrupt changes in the number of hotel rooms and conference rooms as needed for the event.	
VII.	<b>Payment:</b> Must accept SEND BILL policy as payment of services.	

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:

<b>ARTICLE AND DESCRIPTIONS</b>	<b>Quantity</b>	<b>Cost per pax</b>	<b>Total Price</b>
Provision of Hotel Venue Rental and Accommodation Services for the Conduct of 20 <sup>th</sup> Gawad Kalasag Desk Evaluation  Location: Within Quezon City Room Arrangement: Twin Sharing for 70 pax Accommodation: Full Board	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 six (6) 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 : \_\_\_\_\_