

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-0518-017

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 Hotel Venue Rental and Accommodation Services for Conduct of APB Workshops a. Orientation and Target-Setting Workshop for PREXC 2018 b. Regional and Central Offices 1 st and 2 nd Pass APB FY-2019
Location	: Within Quezon City
Date of Event	: Activity A: May 20-22, 2018 Activity B: May 23-26, 2018 Check-in: May 20, 2018 (84 pax) Check-out : May 26, 2018 (84 pax)
Type of Accommodation	: Full board
Brief Description	: Hotel Venue Rental/Accommodation Services
Terms of Payment	: <u>Must accept send bill policy</u>
ABC (Approved Budget for the Contract)	: Php1,133,800.00
Fund Source	: PDPS 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 May 16, 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.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 B. ALEJANDRO IV
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Hotel Venue Rental and Accommodation Services for Conduct of APB Workshops

Instruction: 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."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	Date of Event: Activity A: May 20-22, 2018* Activity B: May 23-26, 2018*	
II.	Location: Within Quezon City and must be away from red light district areas, funeral parlors, heavy traffic and road obstructions*	
III.	Venue & Accommodation: 1. Must be at least 3-star hotel* 2. Venue should be able to provide the number of rooms and meals (free breakfast) for 84 persons for each activity on a twin-sharing with separate beds* 3. Venue must be able to adjust to the abrupt changes in the number of rooms* 4. The venue rates must include strong Internet LTE connection of WIFI with speed of 6 to 12 MBPS for every participant both in the venue and rooms* Check-in: May 20, 2018 for 84 persons Check-out : May 26, 2018 for 84 persons	
IV.	Conference Room and Equipment: 1. The function room must be located within the hotel and must be big enough to accommodate 84 people for a classroom set-up, round table or U-shaped designed and without any pillar obstruction inside the venue* 2. Audio-visual equipment such as projector screens, functioning sound system, etc. must be available*	
V.	Meals/Restaurant Services: 1. Hotel must provide a meal area enough for the identified number of participants and enough parking lot for all the participants 2. With flexibility of dietary requirements of guests* 3. With selections of sustainable menu options 4. With international and local cuisines and a variety of foods to choose from Activity A: May 20, 2018 –Dinner only (60 pax) May 21-22, 2018 – Full-board (84 pax) Activity B: May 23-25, 2018 – Full-board (84 pax) May 26, 2018 –Breakfast only (50 pax)	
VI.	Other Requirements: 1. Pleasing aesthetic both inside and outside the venue* 2. The company should have been in the business for at least two (2) years 3. Hotel must offer a variety of amenities (pool, gym, or spa)* 4. The company can accommodate at least 10 free parking spaces for the whole duration* 5. Venue must be located in area conducive for learning and satisfy the requirements of security and substantive objectives of the OCD-NDRRMC concerned*	
VII.	Payment: 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:

ARTICLE AND DESCRIPTIONS	Quantity	Cost per pax	Total Price
Provision of Hotel Venue Rental and Accommodation Services for Conduct of APB Workshops a. Orientation and Target-Setting Workshop for PREXC 2018 b. Regional and Central Offices 1 st and 2 nd Pass APB FY-2019 Location: Within Quezon City ▪ Room Arrangement: Twin Sharing ▪ Accommodation: Full Board			
Activity 1: May 20-22, 2018	1 Lot	PhP	PhP
Activity 2: May 23-26, 2018	1 Lot	PhP	PhP
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 : _____