

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

**REQUEST FOR QUOTATION (RFQ) No.PDPS-0618-06**

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 and Accommodation Services for the Conduct of Risk Assessment Training-Workshop on ISO 9001:2015 Quality Management System
<b>Location</b>	:	Quezon City away from funeral parlors and red light district
<b>Date of Event</b>	:	July 02 to 15, 2018
<b>Type of Accommodation</b>	:	Full board, Twin Sharing
<b>Brief Description</b>	:	Must be at least three (3) star hotel
<b>Terms of Payment</b>	:	<u>Send bill policy as payment for services</u>
<b>ABC (Approved Budget for the Contract)</b>	:	Php198,000.00
<b>Fund Source</b>	:	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 20 June 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:

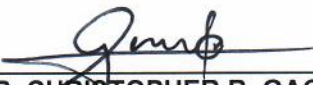
- a. Platinum PhilGEPS Registration only with valid and current annexes

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.

  
**MR. CHRISTOPHER B. GACUTAN**  
Vice-Chairperson  
OCD Bids and Awards Committee\

**ANNEX "A"**  
**Technical Specifications**

**Provision of Hotel Venue and Accommodation Services for the Conduct of Risk Assessment Training-  
Workshop on ISO 9001:2015 Quality Management System**

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 for Accommodation and Meals	Statement of Compliance
I.	<b>Date of Event:</b> July 02-04, 2018	
II.	<b>Location:</b> Quezon City away from Funeral Parlors and Red Light District	
III.	<b>Accommodation:</b> 1. Must provide accommodation. Breakdown are as follows: Check-in: July 02, 2018 – 30 participants Check-out: July 04, 2018 – 30 participants 2. Room arrangement must be twin sharing 3. Must have internet connection with speed of 6 to 12 mbps in the rooms and all premises of the hotel and function room. 4. With complimentary Buffet Breakfast.	
IV.	<b>Conference Room and Equipment:</b> Must provide one conference/function room big enough for 30-40 pax with supplies and audio-visual equipment.	
V.	<b>Meals/Restaurant Services:</b> 1. With variety of foods to choose from. With flowing coffee or tea. 2. Must be flexible to dietary requirements and restrictions of the guests 3. Provision of Meals as follows: - 02 July 2018 (AM/PM Snacks, Lunch and Dinner for 30 pax) - 03 July 2018 Full board (30 pax) - 04 July 2018 (Breakfast AM/PM Snacks & Lunch for 30 pax)	
VI.	<b>Other Requirements:</b> 1. Must be at least a three (3) star hotel located within Quezon City. 2. Must have been in the business for a minimum of two years 3. Must be gender sensitive and friendly to persons with disability, elderly, pregnant women and children. 4. Available number of parking slots for at least 10% from the total number of guests. 5. Must be pleasing aesthetic both inside and outside the hotel 6. Must satisfy the requirements for security and other substantive details to meet the objectives of OCD 7. Must be able to adjust to the abrupt changes in the number of hotel rooms and conference rooms as needed for the event	
VII.	<b><u>Must accept SEND BILL policy as payment for services.</u></b>	

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>Cost per pax</b>	<b>Total Price</b>
Provision of Hotel Venue and Accommodation Services for the Conduct of Risk Assessment Training-Workshop on ISO 9001:2015 Quality Management System <ul style="list-style-type: none"><li>• Date of Event: July 02 to 04, 2018</li><li>• Location: Within QC City</li><li>• Arrangement: Twin Sharing</li><li>• Accommodation: Full Board</li></ul>	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 : \_\_\_\_\_