

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

REQUEST FOR QUOTATION (RFQ) No. CBTS-0518-030

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, Accommodation, and Meal Services for the Conduct of Community First Responder Training Course
Location	:	Within Metro Manila, Rizal or Cavite
Date of Event	:	August 18 to 27, 2018
Brief Description	:	Hotel Venue, Accommodation, and Meal Services and Must be at least three-star hotel
Type of Accommodation	:	Twin-Sharing/Full board
Terms of Payment	:	Must accept send bill policy
ABC (Approved Budget for the Contract)	:	Php. 908,500.00
Fund Source	:	CBTS DRRM Fund 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 11 July 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 to our office**. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.ocd@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:

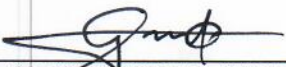
- a. Platinum PhilGEPS Registration only with valid and current annexes

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, Accommodation, and Meal Services for the Conduct of Community First Responder Training Course

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: August 18 to 27, 2018	
II.	Location: Within Metro Manila, Rizal or Cavite	
III.	<p>Hotel Accommodation and Other Requirements:</p> <ol style="list-style-type: none"> 1. Must provide accommodation for maximum of 55 participants 2. Room arrangement must be twin sharing (no co-ed sharing) 3. Check-in and check-out details shall be as follows: <ul style="list-style-type: none"> • Check-in: August 18, 2018 (20 pax) • Check-out: August 27, 2018 (20 pax) • Check-in: August 20, 2018 (35 pax) • Check-out: August 26, 2018 (35 pax) 4. Must have internet connection at least 4GB, 30mbps in the rooms and all areas of the hotel premises and must have bottled drinking water and other basic amenities inside the rooms. 	
IV.	<p>Conference Room, Activity Venue and Equipment:</p> <ol style="list-style-type: none"> 1. Must provide one Conference/Function Room big enough for 55 persons to include supplies and AV equipment. Conference/function room must not have posts or other obstructions. 2. Must have a separate Lounge/Function Room big enough for 20 persons located near the conference room. 3. Must have three (3) break-out rooms good for 30 persons for the daily Skills Stations. 4. Must provide AV equipment such as two (2) LCD projector, two (2) flat screen/projector screen, sound system with at least six (6) microphones, one (1) clicker, fifteen to twenty (15-20) extension cords, flip charts with stands, six to eight (6-8) whiteboards and other requirements. 5. Must have big pool (min of 25m x 30m) and/or a body of water (sea, ocean) and an open activity ground for fifty five (55) persons within the vicinity of the hotel. 6. Must have open space for fire suppression activities. 7. Must provide 12 pails (timba), 2 blue plastic container drums and 2 burning pits that can be borrowed. 	
V.	<p>Meals/Restaurant Services:</p> <ol style="list-style-type: none"> 1. Must provide buffet service with variety of foods to choose from. 2. Must provide free flowing coffee and tea. 3. Must be flexible to the dietary requirements and restrictions of the guests. 4. Must have pork-free alternative meals to cater Muslim guests. 5. Provision of meals must be as follows: <ul style="list-style-type: none"> • 18 August 2018 – PM Snacks to Dinner for 20 pax • 19 August 2018 – Fullboard for 20 pax • 20 August 2018 – Fullboard for 55 pax • 21 August 2018 – Fullboard for 55 pax • 22 August 2018 – Fullboard for 55 pax • 23 August 2018 – Fullboard for 55 pax • 24 August 2018 – Fullboard for 55 pax 	

	<ul style="list-style-type: none"> • 25 August 2018 – Fullboard for 55 pax • 26 August 2018 – Fullboard for 20 pax • 26 August 2018 – Breakfast to PM Snacks for 35 pax • 27 August 2018 – Breakfast to PM Snacks for 20 pax 	
VI.	Other Requirements: <ol style="list-style-type: none"> 1. Must be at least three (3) star hotel. 2. Must have been in the business for a minimum of two years. 3. Must be gender-sensitive and friendly to persons with disabilities, elderly, pregnant woman, and children. 4. Must provide free parking space for the participants/facilitators. 5. Must be pleasing aesthetic both inside and outside of 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 the abrupt changes in the number of hotel rooms and conference rooms as needed for the event. 	
VII.	Payment: <u>Must accept SEND BILL policy as payment for the services.</u>	

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, Accommodation, and Meal Services for the Conduct of Community First Responder Training Course			
Location: Within Metro Manila, Rizal or Cavite Room Arrangement: Twin Sharing/ Full Board Accommodation: Must be at least three-star Date of Event: August 18 to 27, 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 : _____