

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

REQUEST FOR QUOTATION (RFQ) No. PAO-0418-017

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 Venue and Accommodation for the Project DINA (Disaster Information for Nationwide Awareness) on May 08 to 11, 2018
Location	:	Quezon City, Mandaluyong City, or Pasig
Date of Event	:	May 08 to 11, 2018
Type of Accommodation	:	Full board- Twin Sharing (Two-Beds) for 40 pax
Brief Description	:	Minimum Rating: Four (4) star hotel
Terms of Payment	:	<u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	:	Total: Php300,000.00
Fund Source	:	PAO DRRM Fund 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 25 April 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 R. ALEJANDRO IV
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Venue and Accommodation for the Project DINA (Disaster Information for Nationwide Awareness) on May 08 to 11, 2018

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.	Date of Event: May 08 to 11, 2018	
II.	Location: Quezon City, Mandaluyong City, or Pasig	
III.	Accommodation: 1. Accommodation for 40 participants. Breakdown are as follows: Check-in: 08 May 2018 – 40 participants Check-out: 11 May 2018 – 40 participants 2. Room arrangement must be twin sharing (two beds) 3. Must provide reliable internet connection where each participant should be able to acquire at least 1mbps per client. 4. With complimentary breakfast.	
IV.	Conference Room and Equipment: 1. Use of Function Room (From 12:00PM of May 08, 2018 to 1:00PM of May 11, 2018). 2. Can accommodate 40 pax or more. 3. With efficient sound system, tables, chairs, LCD Projector and screen.	
V.	Meals/Restaurant Services: 1. Complimentary Breakfast from the venue (May 09 to 11, 2018) 2. Provision of Meals as follows: - AM Snacks for May 09 to 11, 2018 - Lunch for May 09 to 11, 2018 - PM Snacks for May 09 to 11, 2018, packed for May 11, 2018 - Dinner for May 08 to 10, 2018	
VI.	Other Requirements: 1. Minimum Rating: Four (4) star hotel. 2. With amenities for team-building activities.	
VII.	Terms and Conditions: *All quoted prices are inclusive of applicable taxes, duties, and all other services. *Policy on SEND BILL PAYMENTS/CHARGES after the service has been rendered. *Full Payment	

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 Venue and Accommodation for the Project DINA (Disaster Information for Nationwide Awareness) on May 08 to 11, 2018 Date of Event: May 08 to 11, 2018 • Check-in : May 08 2018 • Check-out : May 11, 2018 Location: Quezon City, Mandaluyong City, or Pasig Arrangement: Twin Sharing (two beds) Accommodation: Full Board	1 Lot		
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 : _____