

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

REQUEST FOR QUOTATION (RFQ) No. RRMS-0318-005

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 Services for the Cascading of NDRRMF, Donated Funds and PDCNA/PCNA and other related guidelines (Luzon Cluster) |
| Location | : Clark, Pampanga |
| Date of Event | : May 08 to 11, 2018 |
| Type of Accommodation | : Full board, Twin Sharing and/or Triple Sharing |
| Brief Description | : Must be at least three (3) star hotel |
| Terms of Payment | : Send bill policy as payment for services |
| ABC (Approved Budget for the Contract) | : Hotel Accommodation and Meals: Php300,400.00 Conference Room and Equipment: Php20,000.00 Total: Php320,400.00 |
| Fund Source | : RRMS 2018 APB DRRM |

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 26 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:

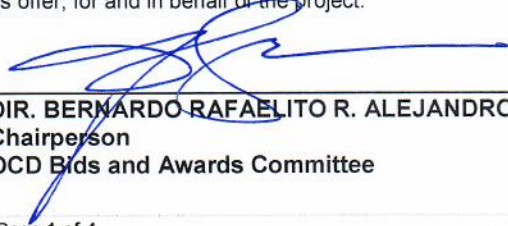
- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- a. Valid and current Mayor's Permit/Business Permit
- b. PhilGEPS Registration Number
- c. 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/Accommodation Services for the Cascading of NDRRMF, Donated Funds and PDCNA/PCNA and other related guidelines (Luzon Cluster)

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 for Accommodation and Meals | Statement of Compliance |
|----------|---|-------------------------|
| I. | Date of Event: May 08 to 11, 2018 | |
| II. | Location: Clark, Pampanga | |
| III. | Accommodation: 1. Must provide accommodation for 38 participants. Breakdown are as follows: Check-in: May 08, 2018 – 38 participants Check-out: May 11, 2018 – 38 participants 2. Room arrangement must be twin sharing and/or triple sharing 3. Must have internet connection at least 4GB, 30mbps in the rooms and all premises of the hotel and must have bottled drinking water inside the rooms 4. With complimentary Buffet Breakfast. | |
| IV. | Conference Room and Equipment: (2 Days) 1. Must provide one conference/function room big enough for 100 pax with supplies and audio-visual equipment. Function room must not have posts or other obstructions 2. Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system with at least 3 microphones, 5 extension cords, whiteboards and other requirements. 3. Must provide free-flowing coffees/hot tea during the event. | |
| V. | Meals/Restaurant Services: 1. Must provide buffet service (2 viands of meat, 1 vegetable meal). With variety of foods to choose from. No pork in the menu please 2. Must be flexible to dietary requirements and restrictions of the guests 3. Provision of Meals as follows: 38 participants – Buffet Lunch -May 08, 2018 38 participants – Buffet Dinner -May 08, 2018 38 participants – Breakfast -May 09, 2018 100 participants – AM Snacks (Fruits) -May 09, 2018 100 participants – Buffet Lunch -May 09, 2018 100 participants – PM Snacks -May 09, 2018 38 participants – Buffet Dinner -May 09, 2018 38 participants – Breakfast -May 10, 2018 100 participants – AM Snacks (Fruits) -May 10, 2018 100 participants – Buffet Lunch - May 10, 2018 100 participants – PM Snacks - May 10, 2018 38 participants – Buffet Dinner - May 10, 2018 38 participants – Breakfast - May 11, 2018 | |
| VI. | Other Requirements: 1. Must be at least a three (3) star hotel located within CLARK, PAMPANGA 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. Must provide 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 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. | Must accept SEND BILL policy as payment for 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/Accommodation Services for the Cascading of NDRRMF, Donated Funds and PDCNA/PCNA and other related guidelines (Luzon Cluster) Date of Event: May 08 to 11, 2018 <ul style="list-style-type: none"> • Check-in : May 08, 2018 • Check-out : May 11, 2018 Location: Clark, Pampanga Arrangement: Twin Sharing and/or Triple Sharing Accommodation: Full Board | | | |
| Hotel Accommodation | 1 Lot | PhP | PhP |
| Conference Room and Equipment | 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 : _____