

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Camp Simeon Ola, Legazpi City

RFQ No. 2018-07-019

**REQUEST FOR QUOTATION**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD) Region V, 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 Accommodation for Lease of Venue including meals for the conduct of Two-day DRRM Training for Women of Catanduanes on August 20- 21, 2018
<b>Location</b>	:	Within Legazpi City, Albay
<b>Date of Event</b>	:	August 20-21, 2018 <b>Participants (good for 40 pax):</b> Check-in Date: August 20, 2018 Check-out Date: August 22, 2018 <b>Instructors (good for 10 pax):</b> Check-in Date: August 20, 2018 Check-out Date: August 21, 2018
<b>Type of Service</b>	:	Full Board Accommodation
<b>Number of Participants</b>	:	50 pax
<b>Brief Description</b>	:	Provision of meals and snacks, training venue, and hotel accommodation for total of 50 persons. Activity is comprised of 40 Participants and 10 person training team involved in the conduct of Two-day DRRM Training for Women of Catanduanes on August 20-21, 2018.
<b>Terms of Payment</b>	:	30 working days of processing and <b><u>must accept send bill policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php 182, 000.00
<b>Fund Source</b>	:	DRRM Fund, APB CY 2018 of OCDRO5

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 **5:00 PM on July 30, 2018**, at the OCD5 Building, Camp Simeon Ola, Legazpi City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD Regional Office V** at telephone nos. **481-5031** or email address at **ocd\_5@yahoo.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:

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.

  
**CLAUDIO L. YUCOT**  
Regional Director, OCD5

**ANNEX "A"**  
**Technical Specifications**  
**LEASE OF VENUE**

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 Specification	Statement of Compliance
I.	<b>Date of Event:</b> August 20-21, 2018	
II.	<b>Location and Site Condition:</b> Within Legazpi City, Albay	
III.	<b>Neighborhood Data:</b> 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority. 2. Proximity to police and fire stations & hospital. 3. Strategic location to commercial establishments, ATM banks and Telecommunications service provider.	
IV.	<b>Training Venue: *</b> 1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both. 2. <b>One (1) training hall</b> which can accommodate at least 50 persons; 3. With four (4) sets of tables arranged and on ten (10) seating capacity each; 4. Four (4) medium-size tables for secretariat and instructors; 5. Must come with free Audio system, at least three (3) microphones, with at least two (2) wireless and one (1) projector; 6. Must have space for at least four (4) medium-size whiteboards; 7. Air-conditioned and adequate lighting with uninterrupted power supply; 8. With podium and elevated platform (stage); 9. Adequate number of comfort rooms comfortably located adjacent the training venue; 10. Have sufficient power & extension wires outlets for laptops. 11. With 24-hrs back-up generator set.	
V.	<b>Room Accommodation:</b> A. <b>Participants = 40 persons *</b> Check-in Date: August 20, 2018, 12NN Check-out Date: August 22, 2018, 12 NN B. <b>Instructors and Secretariat= 10 persons *</b> Check-in Date: August 20, 2018, 2 PM Check-out Date: August 21, 2018, 12 NN <b>Room Type:</b> 12 triple sharing rooms, 6 twin sharing rooms, and 1 single room <b>Others: *</b> <ul style="list-style-type: none"> <li>• Room rates must not be inclusive of breakfast.</li> <li>• Hotel must be located in Legazpi City, Albay;</li> <li>• All rooms must be air-conditioned;</li> <li>• Fully furnished with TV, clean toilet &amp; bathroom, beddings, towels, toiletries (tissue, shampoo, conditioner and soap)</li> <li>• With Wi-fi connection;</li> <li>• Hot &amp; cold shower;</li> <li>• GAD-sensitive room assignments.</li> </ul>	
VI.	<b>Meals:</b> A. <b>Provision of Meals: *</b> <ul style="list-style-type: none"> <li>• Lunch, PM Snacks &amp; Dinner for 50 persons on August 20, 2018</li> <li>• Breakfast, AM snacks, Lunch, PM snacks and Dinner for 50 persons on August 21, 2018</li> <li>• Breakfast for 40 persons on August 22, 2018</li> </ul>	

Item No.	Agency Specification	Statement of Compliance
	<b>Others: *</b> <ul style="list-style-type: none"> <li>• All Meals and Snacks preferably assisted buffet;</li> <li>• Snacks must be served plated;</li> <li>• Snack rate inclusive of finger foods (Pica-pica), eg. peanuts, chips, etc;</li> <li>• All meals must come with free beverages;</li> <li>• Free-flowing coffee for the entire duration of the training;</li> <li>• Menu Options: Vegetables, Fish, Pork, Chicken, Beef and Rice</li> </ul>	
VII.	<b>Light Ventilation and Air-Conditioning:</b> Proper Light ventilation and air-conditioning units*	
VIII.	<b>Other Requirements:</b> <ol style="list-style-type: none"> <li>1. All equipment and facilities properly maintained.</li> <li>2. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD-NDRRMC concerned.*</li> <li>3. Adequate security service (24/7).</li> <li>4. Free use of telephone for local calls in function room*</li> <li>5. Free use of extension cords/wires*</li> <li>6. On call medical personnel in case of emergency.</li> <li>7. <b><u>Hotel Must Accept a Send Bill Policy in the payment of services.*</u></b></li> <li>8. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.*</li> <li>9. Must have been in business for a minimum of two (2) years.*</li> </ol>	

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**

**CANVASS UNIT**

OFFICE OF CIVIL DEFENSE, RO V  
Camp Simeon Ola, Legazpi 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 Accommodation for Lease of Venue including meals for the conduct of Two-day DRRM Training for Women of Catanduanes on August 20- 21, 2018 <b>Room Accommodation:</b> Can accommodate: at least 50 pax <b>A. Participants = 40 persons *</b> Check-in Date: August 20, 2018, 12NN Check-out Date: August 22, 2018, 12 NN <b>B. Instructors and Secretariat= 10 persons *</b> Check-in Date: August 20, 2018, 2 PM Check-out Date: August 21, 2018, 12 NN <b>Room Type:</b> 12 triple sharing rooms, 6 twin sharing rooms, and 1 single room *room rate must not be inclusive of breakfast <b>Meals:</b> <b>A. Provision of Meals: *</b> <ul style="list-style-type: none"> <li>• Lunch, PM Snacks &amp; Dinner for 50 persons on August 20, 2018</li> <li>• Breakfast, AM snacks, Lunch, PM snacks and Dinner for 50 persons on August 21, 2018</li> <li>• Breakfast for 40 persons on August 22, 2018</li> </ul>	50 pax		

**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive

1. We undertake, if our Quotation or bid is accepted, to deliver the above goods within Fifteen (15) calendar days from receipt of Contract.
2. 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.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
4. 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 : \_\_\_\_\_