

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

**REQUEST FOR QUOTATION (RFQ) No. PDPS-0818-005**

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:

<b>Name of Project</b>	:	Provision for Lease of Venue, Meals and Accommodation for the Conduct of APB Deliberation and Validation of Corrected APB 1 <sup>st</sup> and 2 <sup>nd</sup> Pass Output
<b>Location</b>	:	Must be located within Subic Bay Freeport Zone, Olongapo City
<b>Date of Event</b>	:	August 28-31, 2018
<b>Type of Accommodation</b>	:	Room accommodation for 40 people (twin –sharing) with hotel buffet breakfast
<b>Brief Description</b>	:	Must be within at least a (3) star hotel
<b>Terms of Payment</b>	:	<b><u>Send bill policy as payment for services</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	<b>Total of: 283,000.00</b>
<b>Fund Source</b>	:	<b>PDPS APB CY 2018</b>

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 15 August 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.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:


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 every day 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 for Lease of Venue, Meals and Accommodation for the Conduct of APB Deliberation and Validation of Corrected APB 1<sup>st</sup> and 2<sup>nd</sup> Pass Output**

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> August 28-31, 2018	
II.	<b>Location:</b> Subic Bay Freeport Zone, Olongapo City Venue must be away from funeral parlors and road obstructions	
III.	<b>Accommodation:</b> Room accommodation for 40 people (twin and triple sharing) <ul style="list-style-type: none"> <li>• Check in: 28 August 2018</li> <li>• Check out: 31 August 2018</li> </ul>	
IV.	<b>Conference Room and Equipment:</b> <ul style="list-style-type: none"> <li>• The Function Room must be big enough to accommodate 40 people for round table or U-shape set-up arrangement with proper lighting conducive for convention and without pillar obstruction.</li> <li>• The venue rates must include strong WiFi connection with speed of 6 to 12 mpbs for every participant both in the venue.</li> </ul>	
V.	<b>Other Requirements</b> <ul style="list-style-type: none"> <li>A. Must have pleasing aesthetic both inside and outside the venue</li> <li>B. The venue can provide free parking spaces for the participants.</li> <li>C. Audio visual equipment such as projectors, flat screens, sounds system, projector screens etc. Must be available.</li> <li>D. Must have variety of amenities such as swimming pool, gym, Jacuzzi or spa, etc.</li> <li>E. Venue must accept a <b>send bill policy</b> in the payment of service.</li> </ul>	
VI.	<b>Meals/Restaurant Services:</b> <ul style="list-style-type: none"> <li>A. Requirements for the restaurants and events venue must be able to provide the following meals requirements. <ul style="list-style-type: none"> <li>- 28 August 2018- Dinner only for 40 pax</li> <li>- 29-30 August 2018 – Full board meal (buffet breakfast, AM/PM Snack, lunch, dinner) for 40 pax</li> <li>- 31 August 2018 – Full board meal (buffet breakfast, AM/PM Snack, and packed lunch) for 40pax</li> </ul> </li> </ul> <b>Inclusion</b> <ul style="list-style-type: none"> <li>• Buffet set up for lunch and dinner</li> <li>• AM./PM Snack must be individual served</li> <li>• Free floating coffee/tea</li> <li>• At least two waiters</li> </ul> <b>Terms and Conditions</b> <ul style="list-style-type: none"> <li>*All quotes prices are inclusive of applicable taxes, duties and all other services.</li> <li>* Policy on send bill payments/charges after the services has been rendered.</li> </ul>	
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:

ARTICLE AND DESCRIPTIONS	Cost per pax	Total Price
Provision for Lease of Venue, Meals and Accommodation for the Conduct of APB Deliberation and Validation of Corrected APB 1 <sup>st</sup> and 2 <sup>nd</sup> Pass Output Date of Event: a) August 28 to 31, 2018 2) Location: Within SBMA at least 3-star hotel 3) Arrangement: Twin Sharing and Triple Room 4) Accommodation: Full Board	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 three (3) 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 : \_\_\_\_\_