

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0419-001

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 and 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, food and accommodation for the conduct of Orientation Program for New Employees 2019 (1st Batch)
Location:	:	Less than 7 km away from Camp General Emilio Aguinaldo, Quezon City
Date:	:	23 – 26 April 2019
Brief Description	:	At least 3-star Hotel. Twenty one (21) twin sharing rooms. Function room for 50 pax.
Terms of Payment	:	Send Bill Policy
ABC (Approved Budget for the Contract)	:	PHP 282,000.00
Fund Source	:	APB CY 2019

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.** Submission of sealed quotation is not later than **9:00 AM on 16 April 2019**, 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.**

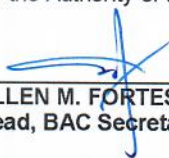
Interested supplier/service provider is required to submit the following documents:

1. Valid/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.

By the Authority of the BAC Chairperson:



ALLEN M. FORTES
Head, BAC Secretariat

ANNEX "A"
Technical Specifications

**Provision of Venue, Food and Accommodation for the
Conduct of Orientation Program for New Employees 2019 (1st Batch)**

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.	<p>At least 3-star Hotel.</p> <ul style="list-style-type: none"> • Inclusive Dates: 23 - 26 April 2019 (including Day 0), 3 Days and 3 Nights. • Arrival at 3:00 PM on 23 April 2019. • Location: less than 7km away from Camp Aguinaldo (@ Php 2,200/ person for full board and lodging) 	
II.	<p>Accommodation: Forty two (42) pax</p> <ul style="list-style-type: none"> • 21 twin sharing rooms (separate beds) • Furnished with television, closet, clean toilet and bathroom, beddings, towels and basic toiletries (daily housekeeping) <p>Meals: Forty two (42) pax</p> <ul style="list-style-type: none"> • Day 0 (April 23, 2019): Dinner • Day 1 & 2 (April 24-25, 2019): Breakfast, AM Snack, Lunch, PM Snack, Dinner • Day 3 (April 26, 2019): Breakfast, AM Snack, Lunch, PM Snack • Breakfast (Full Buffet) Fresh fruits in season, Rice or Bread with Butter, Atleast 3 Main courses (seafood or fish, chicken or pork or beef, and vegetables) • Lunch and Dinner Soup, Salad/appetizer, Rice, Atleast 2 Main courses (seafood or fish, chicken or pork or beef, and vegetables, Desserts/Fresh fruits, 1 round of softdrinks) • Snacks Any of the following: Cakes or pastries or sandwiches, pasta or noodles with bread, Native food 	
III.	<p>Function Room:</p> <ul style="list-style-type: none"> • 8 - 9 hours per day • Can accommodate 50 persons with enough space for break-out sessions • Air-conditioned, flowing coffee and tea, mints, basic sound system with 2 wireless microphone, WiFi connectivity, whiteboard with markers, pads and pencils, Rostrum and Flag • Room lighting is conducive for training and workshop activities • Tables for the LCD Projector 	
IV.	<p>Free parking that can accommodate 5 vehicles, stand-by generator set - guaranteed no power supply interruption</p>	
V.	<p>Lunch (April 24-26, 2019) for Resource Speakers: Four (4) pax</p> <p>Soup, Salad/appetizer, Rice, Atleast 2 Main courses (seafood or fish, chicken or pork or beef, and vegetables, Desserts/Fresh fruits, 1 round of softdrinks)</p>	
VI.	<p>Send-Bill Policy Applies</p>	



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	Unit Cost	Total Cost
Provision of Venue, Food and Accommodation for the Conduct of Orientation Program for New Employees 2019 (1 st Batch)			
<ul style="list-style-type: none"> • Accommodation and meals for participants and facilitators. 	42 pax	PHP	PHP
<ul style="list-style-type: none"> • Lunch for resource speakers. 	4 pax	PHP	PHP
TOTAL COST		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 : _____

