



DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE - CORDILLERA ADMINISTRATIVE REGION

#55, First Road, Quezon Hill, Baguio City, Philippines 2600

REQUEST FOR QUOTATION (RFQ) No. 2020-12-002

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	: Procurement of Meals and Venue for the Quarterly Cordillera Regional DRRM Council
Delivery Site	: No. 55 First Road, Quezon Hill, Baguio City
Delivery Schedule	: February, May, August, and November 2021 (1 DAY each Month)
Terms of Payment	: <u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	: Php 144,000.00
Fund Source	: DRRM Fund

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 **05:00PM, December 07, 2020**, at OCD-CAR, No. 55 First Road, Quezon Hill, Baguio City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD-CAR Bids and Awards Committee Secretariat** at telephone no. **(074) 444-5298 / (074) 619-0986** or email address: **bacsec.ocdcar@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:

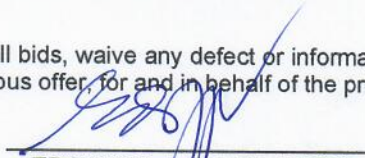
- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

1. Valid and current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return
4. Omnibus Sworn Statement

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-CAR 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.


EDGARDO J. OLLET, MNSA
Chairperson
OCD-CAR Bids and Awards Committee

ANNEX "A"
Technical Specifications

Procurement of Meals and Venue for the Quarterly Cordillera Regional DRRM Council

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	Statement of Compliance
I.	Date of the Activity: February, May, August, and November 2021 (1 DAY each Month)	
II.	Location: Within Baguio City	
III.	A. Meals/Restaurant Services: 1. With variety of food to choose from. With free-flowing water, coffee and tea. 2. Must be flexible to dietary requirements and restrictions of the guests. 3. Provision of Meals as follows: AM and PM Snacks and Lunch	
IV.	B. Conference Room and Equipment: 1. Must provide one conference/function room big enough for 40-50 persons, following the physical distancing measures. 2. Must be strictly following the minimum health standards (Social distancing, triage areas) 3. Must be inclusive of long tables and chairs; 4. Three (2) tables for the Secretariat; 5. With free audio-visual system, at least three (3) microphones, one (1) LCD Projector and one (1) white Screen; 6. Continuous water supply and adequate number of clean and functional comfort rooms adjacent to the hall; 7. Have sufficient power outlets and extension wires 8. Must be appropriate for meeting-type session (parliamentary set-up) 9. Free wireless internet access within the function hall 10. Proper light ventilation and air ventilation.	
V.	C. Other Requirements; 1. Provision of Healthcare Kits (alcohol, face mask, wipes, gloves) for each attendee; 2. Must be able to adjust to the abrupt changes in the number of participants and meals package as needed for the event; 3. 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

BIDS AND AWARDS COMMITTEE
OFFICE OF CIVIL DEFENSE-CAR
No. 55 First Road, Quezon Hill, Baguio 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
Procurement of Meals and Venue for the Quarterly Cordillera Regional DRRM Council Date of Event: February, May, August, and November 2021 (1 DAY each Month) Location: Within Baguio Purchase: Function Hall, and Meals Package		

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 ten (10) 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 : _____

