

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

**REQUEST FOR QUOTATION (RFQ) No. ICTD-1018-032**

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 of Hotel Venue Rental/Accommodation Services for ICT Summit 2018
<b>Location</b>	:	Within Clark Pampanga
<b>Date of Event</b>	:	November 12 to 16, 2018 Check-in: November 12, 2018 at 10:00AM Check-out: November 16, 2018 at 12:00PM
<b>Brief Description</b>	:	Must be at least a three-star hotel; 4 days for 48 persons
<b>Type of Accommodation</b>	:	Fullboard/Twin-Sharing Rooms
<b>Terms of Payment</b>	:	<b>Must accept send bill policy</b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php. 422,400.00
<b>Fund Source</b>	:	OS-ICTD APB CY 2018

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 **01:30 PM 05 November 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 to our office**. 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:

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.

  
\_\_\_\_\_  
DIR. BERNARDO RAFAELITO R. ALEJANDRO IV  
Chairperson  
OCD Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**

**Provision of Hotel Venue Rental/Accommodation Services for ICT Summit 2018**

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.	<b>Date of Event:</b> November 12 to 16, 2018 Check-in: November 12, 2018 at 10:00AM Check-out: November 16, 2018 at 12:00PM	
II.	<b>Specifications:</b> <ul style="list-style-type: none"> <li>• Hotel should be located within Clark, Pampanga</li> <li>• Hotel should be able to provide twin-sharing rooms with bottled water</li> <li>• Must have a function room must be located within the hotel and must be big enough to accommodate the needed participants.</li> <li>• Hotel must provide Breakfast, Lunch, Dinner, AM and PM Snacks enough for the identified number of participants.</li> <li>• Hotel must be at least a three-star hotel.</li> <li>• Hotel must be able to adjust to the abrupt change in the number of hotel rooms needed for the event.</li> <li>• The hotel rates must include strong unlimited internet connection (wired/wireless broadband) for every participant both in the venue and rooms.</li> <li>• Audio-visual equipment such as projector screens, functioning sound system, etc. should be provided.</li> <li>• With flexibility of dietary requirements of guests.</li> <li>• With selection of sustainable menu options.</li> <li>• The company should have been in the business for at least of two (2) years.</li> </ul>	
III.	<b>Payment:</b> Must accept SEND BILL policy as payment of 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
<b>Provision of Hotel Venue Rental/Accommodation Services for ICT Summit 2018</b>  Location: Within Clark, Pampanga Room Arrangement: Fullboard/Twin Sharing Rooms Accommodation: Must be at least three-star hotel Date of Event: November 12 to 16, 2018 Check-in: November 12, 2018 at 10:00AM Check-out: November 16, 2018 at 12:00PM	1 lot	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 : \_\_\_\_\_