



**Republic of the Philippines**  
**DEPARTMENT OF NATIONAL DEFENSE**  
**OFFICE OF CIVIL DEFENSE IV-A**

**#175, 2nd Floor, CPDC Bldg, Brgy Paciano Rizal, Calamba City**

Date : December 7, 2018

PR Ref No. : 2018-11-0060

Quotation No. : 2018-12-0020A

Company Name	
Address	
Tel. No/ Fax No.	
Business Permit No.	
TIN No.	
PhilGEPS Cert. #	
Vatable/Non Vatable (please indicate)	

**REQUEST FOR QUOTATION OF PRICES**

**Gentlemen:**

The Office of Civil Defense IV-A will undertake an Alternative Method of Procurement through Negotiated Procurement in accordance with Section 53.10 Lease of Real Property of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The OCD hereinafter referred to as the "Purchaser", now request submission of a price quotation for the subject below:

<b>Name of Project</b>	<b>A.</b> Lease of Venue including Meals for RDRRMC CALABARZON 2019 Strategic Planning, Year End Assessment and Team Building Activity <b>B.</b> Lease of Venue including meals and accommodation for the RDRRMC CALABARZON Four Thematic Areas 2019 Strategic Planning, Year End Assessment and Team Building Activity
<b>Location</b>	Within Tagaytay City and Nasugbu Batangas area
<b>Event Date</b>	December 14-15, 2018
<b>Number of participants/guests</b>	<b>A.</b> 150 pax for RDRRMC CALABARZON 2019 Strategic Planning, Year End Assessment and Team Building Activity <b>B.</b> 300 pax RDRRMC Four Thematic Areas 2019 Strategic Planning, Year End Assessment and Team Building Activity
<b>Brief Description</b>	Leasing of venue including meals and accommodation
<b>Terms of Payment</b>	Thirty (30) working days of processing and must accept a send bill policy in the payment of services
<b>ABC (Approved Budget of the Contract)</b>	<b>A.</b> Php 145,000.00 <b>B.</b> Php 320,000.00
<b>Fund Source</b>	APB 2018


Proponent must submit, together with its quotation "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under prescribed form) non-submission shall be disqualified not later than **8:00AM on December 10, 2018**, at the 2<sup>nd</sup> Floor, CPDC Building, Brgy. Paciano Rizal, Calamba City. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at telephone nos. **(049) 531-7266/ 531-7279** or **0917-125-7488** email address at [ocd.rdrmc4a@yahoo.com](mailto:ocd.rdrmc4a@yahoo.com)

**General Conditions:**

1. All bids higher than ABC shall automatically be disqualified.
2. Proponent must submit the following documents;
  - a. Valid and current Mayor's Permit/Business Permit
  - b. PHILGEPS Registration
  - c. Latest Income and Business Tax Returns.

- d. SEC/DTI Registration
3. All prices to be denominated in Philippine Peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60) days from the date of receipt of quotation and shall be binding upon the supplier within said period.
  4. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initiated by the proponent or his/her duly authorized representative(s).

The OCD IV-A reserves the right to accept or reject any or all bid, waive any defect of informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project. Furthermore, the OCD IV-A assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid or guarantees that an award will be made.

  
**DIR OLIVIA M LUCES**  
Regional Director

**Received by:**

\_\_\_\_\_  
Signature above printed name

\_\_\_\_\_  
Date and time of receipt

***\*Kindly fill in and send back this letter to sender to acknowledge receipt***

**ANNEX "A"**

**Technical Specification**

**Lease of Venue including Meals (A)**

Bidders must state either **"Comply"** or **"Not Comply"** or **any equivalent term** in the column "Statement of Compliance" against each of the individual parameter of each "Specification."

ITEM No.	Specification	Statement of Compliance
<b>I.</b>	<b>Availability:</b>	
	<b>Event Date: December 14, 2018</b>	
<b>II.</b>	<b>Location and Site Condition</b>	
	1. Within Tagaytay City and Nasugbu Batangas Area	
	2. With available Parking Space	
<b>III.</b>	<b>Neighborhood Data:</b>	
	1. Proper waste management system such as regular garbage collection and within Sanitary Permit from approximate authority	
	2. Proximity to police and fire stations	
	3. Strategic location to commercial establishment and ATM Banks	
	4. Proximity to a hospital	
<b>IV.</b>	<b>Venue</b>	
	<b>1. Structural Condition:</b>	
	➤ The foundation is made of concrete and structural steel materials or combination of both.	
	➤ Compliant with the standards provided by the Building Code of the Philippines	
	<b>2. Functionality</b>	
	➤ <b>Conference Room</b>	
	➤ Use of one (1) function room (good for three hundred (300) participants; 8am of December 14, 2018 up to 5pm of December 15, 2018)*	
	➤ Conference room must not contain pillars	
	➤ Amenities include:	
	i. Secretariat's table - long table with chairs	
	ii. Registration desk	
	iii. Sound system with at least three (3) microphone units and podium	
	iv. Whiteboard and/or flipchart with markers, pads, and pencils	
	v. Waived electricity charges for use of laptops and projectors	
	vi. On-call operator for PA systems and on-call waiter	
	➤ Must have high speed internet connection	
	➤	
	➤ <b>Light, ventilation and air conditioning</b>	
	➤ Proper and adequate light and ventilated rooms*	
	➤ <b>Space requirement</b>	
	➤ Conference room can accommodate three hundred (300) participants or more.*	
	<b>3. Facilities: Must be gender-sensitive*</b>	
	a. Continuous water supply and accessible comfort room	
	b. Proper and adequate light ventilation	
	c. Accessible emergency exit	
	d. Functional fire alarm and standby fire extinguisher and automatic sprinkler*	
	e. Available telephone and/or internet connection within the premises of the building	
	f. Audible/operational sound system	
	<b>4. Other requirements:</b>	
	a. All equipment and facilities are properly maintained	
	b. Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD4A concerned.*	
	c. Adequate Security service 24/7.	
	d. Standby generator set – for guaranteed power supply during the entire stay*	
	e. Provision of one (1) tarpaulin backdrop and one (1) welcome streamers/lobby posters	

	<ul style="list-style-type: none"> <li>f. Free use of extension cords.*</li> <li>g. On call medical personnel in case of emergency.*</li> <li>h. <b>Hotel must accept send bill policy in the payment of services.*</b></li> <li>i. 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>j. Must have Philippine flag with flag poles</li> </ul>	
	<p><b>5. Catering Services</b> – meals for 150 pax</p> <ul style="list-style-type: none"> <li>• December 14, 2018: AM Snacks, Lunch, PM Snacks</li> <li>• Drinks: one bottled juice for every meals and snacks</li> <li>• with free flowing coffee</li> </ul> <p>*Must provide buffet service; flexibility of dietary requirements of guests; selection of sustainable menu options; must have pork-free alternative meals to cater the Muslim guests. *</p>	
	<b>6. Clients satisfactory Rating</b>	

### Lease of Venue with meals and accommodation (B)

Bidders must state either “Comply” or “Not Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameter of each “Specification.”

ITEM No.	Specification	Statement of Compliance
I.	<b>Availability:</b>	
	Event Date: December 14-15, 2018	
	Check- in Date: December 14, 2018	
	Check-out Date: December 15, 2018	
II.	<b>Location and Site Condition</b>	
	1. Within Tagaytay City and Nasugbu Batangas Area	
	2. With available Parking Space	
III.	<b>Neighborhood Data:</b>	
	3. Proper waste management system such as regular garbage collection and within Sanitary Permit from approximate authority	
	4. Proximity to police and fire stations	
	5. Strategic location to commercial establishment and ATM Banks	
	6. Proximity to a hospital	
IV.	<b>Venue</b>	
	<p><b>7. Structural Condition:</b></p> <ul style="list-style-type: none"> <li>➤ The foundation is made of concrete and structural steel materials or combination of both.</li> <li>➤ Compliant with the standards provided by the Building Code of the Philippines</li> </ul>	
	<p><b>8. Functionality</b></p> <p><b>a. Conference Room</b></p> <ul style="list-style-type: none"> <li>➤ Use of one (1) function room (good for three hundred (300) participants; 8am of December 14, 2018 up to 5pm of December 15, 2018)*</li> <li>➤ Conference room must not contain pillars</li> <li>➤ Amenities include: <ul style="list-style-type: none"> <li>vii. Secretariat's table - long table with chairs</li> <li>viii. Registration desk</li> <li>ix. Sound system with at least three (3) microphone units and podium</li> <li>x. Whiteboard and/or flipchart with markers, pads, and pencils</li> <li>xi. Waived electricity charges for use of laptops and projectors</li> <li>xii. On-call operator for PA systems and on-call waiter</li> </ul> </li> <li>➤ Must have high speed internet connection</li> </ul>	
	<p><b>b. Room arrangement</b></p> <ul style="list-style-type: none"> <li>➤ Can accommodate at least 150 participants/guests; 19 rooms (8 in a room)</li> <li>➤ Check- in date December 14 – 150 pax</li> <li>➤ Check-out date: December 15, 2018 – 150 pax</li> <li>➤ Daily housekeeping services</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Must have high speed internet connection</li> <li>➤ Must have bottled drinking water inside the rooms</li> <li>➤ Must have high speed internet connection</li> <li>➤ Must have bottled drinking water inside the rooms</li> </ul>	
	<p><b>c. Light, ventilation and air conditioning</b></p> <ul style="list-style-type: none"> <li>➤ Proper and adequate light and ventilated rooms*</li> </ul>	
	<p><b>d. Space requirement</b></p> <ul style="list-style-type: none"> <li>➤ Conference room can accommodate three hundred (300) participants or more.*</li> </ul>	
	<p><b>3. Facilities: Must be gender-sensitive*</b></p> <ul style="list-style-type: none"> <li>g. Continuous water supply and accessible comfort room</li> <li>h. Proper and adequate light ventilation</li> <li>i. Accessible emergency exit</li> <li>j. Functional fire alarm and standby fire extinguisher and automatic sprinkler*</li> <li>k. Available telephone and/or internet connection within the premises of the building</li> <li>l. Audible/operational sound system</li> <li>m. Free access to team building facilities</li> </ul>	
	<p><b>4. Other requirements:</b></p> <ul style="list-style-type: none"> <li>k. All equipment and facilities are properly maintained</li> <li>l. Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD4A concerned.*</li> <li>m. Adequate Security service 24/7.</li> <li>n. Standby generator set – for guaranteed power supply during the entire stay*</li> <li>o. Provision of one (1) tarpaulin backdrop and one (1) welcome streamers/lobby posters</li> <li>p. Free use of extension cords.*</li> <li>q. On call medical personnel in case of emergency.*</li> <li>r. <b>Hotel must accept send bill policy in the payment of services.*</b></li> <li>s. 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>t. Must have Philippine flag with flag poles</li> </ul>	
	<p><b>5. Catering Services –</b></p> <ul style="list-style-type: none"> <li>➤ December 14, 2018: Dinner (300 pax)</li> <li>➤ December 15, 2018 – Breakfast, Lunch (150pax)</li> <li>➤ Drinks: one bottled juice for every meals and snacks</li> <li>➤ with free flowing coffee</li> </ul> <p>*Must provide buffet service; flexibility of dietary requirements of guests; selection of sustainable menu options; must have pork-free alternative meals to cater the Muslim guests. *</p>	
	<ul style="list-style-type: none"> <li>➤ <b>Clients satisfactory Rating</b></li> </ul>	

I hereby commit to comply with all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**ANNEX "B"**  
Price Quotation Form

Date: \_\_\_\_\_

**DIR OLIVIA M LUCES**

Regional Director  
Office of Civil Defense IV-A  
#175 CPDC Bldg., Brgy Paciano Rizal  
Calamba City, Laguna

Ma'am:

1. After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our financial proposal for the items identified below:

Item	Item & Description	Qty	Unit	Cost per participant	Total Price
A	<b>Lease of Venue including Meals</b> for RDRRMC CALABARZON 2019 Strategic Planning, Year End Assessment and Team Building Activity ➤ <b>Event date:</b> December 14, 2018 ➤ <b>Location:</b> Within Tagaytay City and Nasugbu Batangas Area ➤ <b>Number of participants:</b> 150 ➤ With function room ➤ <b>Meals for 150 participants/guests:</b> <ul style="list-style-type: none"><li>• December 14, 2018: AM Snacks, Lunch, PM Snacks</li><li>• Drinks: one bottled juice for every meals and snacks</li><li>• with free flowing coffee</li></ul>	1	lot		
B	Lease of Venue including meals and accommodation for the RDRRMC CALABARZON Four Thematic Areas 2019 Strategic Planning, Year End Assessment and Team Building Activity <b>Event date:</b> December 14-15, 2018 ➤ <b>Location:</b> Within Tagaytay City and Nasugbu Area ➤ <b>Number of participants:</b> 300 ➤ With function room ➤ <b>Room accommodation:</b> 19 rooms - (8 in a room) ➤ <b>Meals:</b> <ul style="list-style-type: none"><li>➤ December 14, 2018: Dinner (300 pax)</li><li>➤ December 15, 2018 - Breakfast, AM Snacks, Lunch, (150 pax)</li></ul>	1	lot		
<b>Total Amount</b>					

Total 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 (15) calendar days from receipt of Work Order (WO) /Purchase Order (PO).
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 of 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.

Very truly yours,

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

\_\_\_\_\_  
Office Telephone No. / Mobile No.

\_\_\_\_\_  
Email address/es