



Republic of the Philippines  
 DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1**  
 2/F and 3/F Ed Fabro Building, Pagdalagan, San Fernando City, La Union

Date: **NOV 05 2018**  
 PR Ref No: 2018-10-0273  
 Quotation No: 2018-11-0232

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel. No./Fax No. : \_\_\_\_\_  
 Business Permit No. : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 PhilGEPS Registration # : \_\_\_\_\_  vat  non-vat

**REQUEST FOR QUOTATION**

The Office of Civil Defense Regional Office 1 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>	: Lease of Venue including Meals and Accommodation for the conduct of Two-Day Gender Sensitivity Training
<b>Brief Description</b>	: Provision of training venue, meals and accommodation for the Two-Day Gender Sensitivity Training
<b>Event Date</b>	: December 6-7, 2018
<b>Number of Participants</b>	: Thirty-five (35) pax
<b>Terms of payment</b>	: <b>Send Bill Policy</b> Within 30 working days upon submission of request documents i.e delivery receipt and sales invoice or billing statement and certificate of acceptance
<b>ABC (Approved Budget for the Contract)</b>	: Php 165,000.00

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)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **09:00 AM on NOV 13 2018**, at the 2<sup>nd</sup> Floor, Ed Fabro Building, Pagdalagan, City of San Fernando, La Union. Submit your **sealed quotation** (indicate the project name) duly signed by your authorized representative. For any clarifications, you may contact us at telephone nos. **(072) 607-6528** or email address at **region1@ocd.gov.ph**.

- Interested supplier/service provider is required to submit the following documents:
1. Platinum PHILGEPS Registration only with valid and current annexes
  2. For Red Membership:
    - a. Valid and current Mayor's Permit/Business Permit
    - b. PHILGEPS Registration Number
    - c. Latest Income and Business Tax Returns

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 of 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 to open to it.

The OCD RO1 reserves the right to accept or reject any or all bid, 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.

**MELCHITO M. CASTRO**  
 Regional Director, OCD RO1

Received by:

\_\_\_\_\_  
 (Signature above printed name)

\_\_\_\_\_  
 (Date and time of Receipt)

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

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

**LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION FOR THE CONDUCT OF TWO-DAY GENDER SENSITIVITY TRAINING**

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

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
I.	<b>Availability:</b> Event Date: December 6-7, 2018	
II.	<b>Location and Site Condition:</b> 1. Within Baguio City 2. Available Parking Space	
III.	<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 establishments and ATM banks 4. Proximity to a hospital	
IV.	<b>Venue:</b> 1. Structural Condition: - 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 2. Functionality a. Conference Room - At least three (3) hours allotted time for room set-up on December 5, 2018 - Availability of one (1) function room good for thirty-five (35) pax with minimum of 12-hours use from December 6 to December 7, 2018 - Table and chair arrangement as preferred by the organizers, preferably classroom type with rectangular tables with maximum of five (5) pax per table/ in a row - Conference Room must not contain pillars - Amenities include: i. Secretariat's table - Long table/registration desk and extra tables for the secretariat with chairs ii. Projector, white screen and table for LCD projector 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 b. Room Arrangement - Rooms good for 35 pax available from December 5-8, 2018 i. Available fifteen (15) twin-sharing (separate beds) rooms good for 30 pax - Check-in: December 5, 2018 - Check-out: December 7, 2018 ii. Available three (3) individual occupancy (single bed) rooms and one (1) twin-sharing (separate beds) room good for 5 pax - Check-in: December 5, 2018 - Check-out: December 8, 2018 - Daily housekeeping services - Inclusive of free breakfast c. Light and ventilation - Proper and adequate light and ventilated d. Space Requirement - Conference room can accommodate 35 pax	
	3. Facilities: a. Continuous water supply and accessible comfort room b. Proper and adequate light ventilation c. Accessible emergency exit	

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
	<ul style="list-style-type: none"> <li>d. Functional fire alarm and standby fire extinguisher and automatic sprinkler</li> <li>e. Available Telephone and/or Internet Connection within the premises of the building</li> <li>f. Audible/Operational Sound System</li> </ul>	
	<ul style="list-style-type: none"> <li>4. Other requirements:               <ul style="list-style-type: none"> <li>a. All equipment and facilities properly maintained</li> <li>b. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OADR1 concerned.</li> <li>c. Adequate security service (24/7)</li> <li>d. Standby generator set – for guaranteed power supply during the entire stay</li> <li>e. Backdrop and Welcome streamers/ Lobby posting</li> <li>f. Philippine Flag</li> <li>g. Free use of extension cords</li> <li>h. On call medical personnel in case of emergency</li> <li>i. <b>Hotel/ Business Establishment Must Accept a Send Bill Policy in the payment of services</b></li> <li>j. Hotel/ Business Establishment must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>5. Catering Services               <ul style="list-style-type: none"> <li>a. Meals for 30 participants:                   <ul style="list-style-type: none"> <li>i. December 5, 2018: Dinner</li> <li>ii. December 6, 2018: Breakfast, AM Snack, Lunch, PM Snack and Dinner</li> <li>iii. December 7, 2018: Breakfast, AM Snack, Lunch and PM Snack</li> </ul> </li> <li>b. Meals for one (1) speaker and four (4) secretariat                   <ul style="list-style-type: none"> <li>i. December 5, 2018: AM Snacks, Lunch, PM Snacks, and Dinner</li> <li>ii. December 6-7, 2018: Breakfast, AM Snack, Lunch, PM Snack and Dinner</li> <li>iii. December 8, 2018: Breakfast</li> </ul> </li> <li>c. Free Flowing Coffee</li> <li>d. Drinks (One bottled juice for every meals and snacks)</li> <li>e. Guided Buffet Breakfast; flexibility of dietary requirements of guests; selection of sustainable menu options; International and local cuisine with a variety of food to choose from; must have pork-free alternative meals to cater the Muslim guests</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>6. Client's Satisfactory Rating</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: \_\_\_\_\_

**MELCHITO M. CASTRO**

Regional Director, Office of Civil Defense Region 1  
2<sup>nd</sup> & 3<sup>rd</sup> Floor, Ed Fabro Building, Pagdalagan  
City of San Fernando, La Union

Sir:

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:

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
<p><b>Lease of Venue including Meals and Accommodation for the conduct of Two-Day Gender Sensitivity Training (GST) with the following specifications:</b></p> <ol style="list-style-type: none"> <li>1. Event Date: December 6-7, 2018</li> <li>2. Location: Within Baguio City</li> <li>3. Number of Pax: Thirty-five (35)</li> <li>4. Function Hall: One (1) function hall good for 35 pax</li> <li>5. Room Accommodation               <ol style="list-style-type: none"> <li>a. Available fifteen (15) twin-sharing (separate beds) rooms good for 30 participants, check-in on December 5 and check-out on December 7, 2018</li> <li>b. Available three (3) individual occupancy (single bed) rooms and one (1) twin-sharing (separate beds) room good for one (1) speaker and four (4) secretariat, check-in on December 5 and check-out on December 8, 2018</li> </ol> </li> <li>6. Catering Services               <ol style="list-style-type: none"> <li>a. Meals for 30 participants:                   <ol style="list-style-type: none"> <li>i. December 5, 2018: Dinner</li> <li>ii. December 6, 2018: Breakfast, AM Snack, Lunch, PM Snack and Dinner</li> <li>iii. December 7, 2018: Breakfast, AM Snack, Lunch and PM Snack</li> </ol> </li> <li>b. Meals for one (1) speaker and four (4) secretariat                   <ol style="list-style-type: none"> <li>i. December 5, 2018: AM Snacks, Lunch, PM Snacks and Dinner</li> <li>ii. December 6-7, 2018: Breakfast, AM Snack, Lunch, PM Snack and Dinner</li> <li>iii. December 8, 2018: Breakfast</li> </ol> </li> <li>c. Free Flowing Coffee</li> <li>d. Drinks (One bottled juice for every meals and snacks)</li> </ol> </li> </ol>	1 LOT		

**TOTAL OFFERED QUOTATION..... 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 Fifteen (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 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 : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

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