

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE REGION 3
 Maimpis, City of San Fernando,
 Pampanga

Date: November 16, 2018
 PR Ref No: 2018-11-001
 Quotation No.: 2018-11-001

REQUEST FOR QUOTATION
(Negotiated Mode of Procurement Under 53.10)

Company Name : _____
 Address : _____
 Tel. No./ Fax No. : _____

Gentlemen:

For Negotiated Mode of Procurement 53.10 under R.A 9184, please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your **quotation** duly signed by your authorized representative not later than **5:00 PM November 23, 2018** to Office of Civil Defense Regional Office 3, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga.

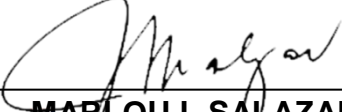
Name of Project	:	Provision of Meals, Training Venue and Hotel Accommodation Services for Participants, Guest, Instructors and Secretariat involved in the 3-Day Gender Sensitivity Training for the OCD3 Employees and RDRRMC3 Member-Agencies
Location	:	Within Pampanga/Clark
Date of Event	:	17-19 December 2018 (Instructors: 3 Persons) Check-in Date: 17 Dec 2018 Check-out Date: 19 Dec 2018 (Participants: 30 Persons) Check-in Date: 17 Dec 2018 Check-out Date: 19 Dec 2018
Type of Accommodation	:	Full board Accommodation
Number of Participants	:	33 pax
Brief Description	:	Provision of lease of training venue including food and accommodation; (with internet connection at least 4GB, 30mpbs) <u>Hotel Must Accept a Send Bill Policy in the payment of services</u>
ABC (Approved Budget for the Contract)	:	Php230,000.00
Fund Source	:	OCD Region 3 FUND TRANSFER

General Conditions:

1. **All bids higher than ABC shall automatically be disqualified.**
2. **Proponent must submit, together with its quotation (prescribed form "Annex A&B") non-submission shall automatically be disqualified.**
3. All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Mayor's Permit, PHILGeps Registration, Latest Income and Business Tax Returns or within three (3) days.
4. All 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 & shall be binding upon the supplier within the period.
5. All entries should be accomplished with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/initialed by the contractor or his/her duly authorized representative/s.

The quotations will be subject to meeting for the next process of choosing the supplier for the said activity

The OCD 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. Furthermore the OCD assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid nor does it guarantee that an award will be made.



MARLOU L SALAZAR
Regional Director, OCD3

ANNEX “A”

Technical Specifications LEASE OF VENUE

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.	Specification	Statement of Compliance
I.	<p>Date of Event: 17-19 December 2018</p> <p>(Instructors: 3 Persons) Check-in Date: 17 Dec 2018 Check-out Date: 19 Dec 2018</p> <p>(Participants: 30 Persons) Check-in Date: 17 Dec 2018 Check-out Date: 19 Dec 2018</p>	
II.	<p>Location and Site Condition: within Pampanga/Clarkl (with internet connection at least 4GB, 30mpbs)</p>	
III.	<p>Neighborhood Data</p> <ol style="list-style-type: none"> 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority 2. Proximity to police and fire stations 3. Strategic location to commercial establishments & ATM banks 4. Proximity to a hospital 	
IV.	<p>Venue</p> <p>A. Structural Condition the foundation is made of concrete and structural steel materials or combination of both.</p> <p>B. Functionality</p> <ol style="list-style-type: none"> 1. Conference Room <ul style="list-style-type: none"> ▪ Use of one (1) Conference Room that can accommodate 50 pax (big enough for workshop and exercise) ▪ Proper light ventilation and air-conditioning units ▪ with WiFi access ▪ Two (2) medium-sizetables with chairs for Registration ▪ Two (2) medium-size tables with chairs for secretariat and instructors ▪ Must come with free Audio system, at least three (3) wireless microphones, one (1) projector with projector screen, podium and pole with flag. ▪ On-call operator for PA systems ▪ On-call waiter ▪ Must come with two (2) medium-size whiteboards with markers, writing pads and pencils ▪ Have sufficient power outlets & extension wires forlaptops ▪ adequate number of comfort rooms comfortably located adjacent the Conference Room 	

	<ul style="list-style-type: none"> ▪ Room Arrangements <p>3.1 Rooms for 3 Persons (Instructors)</p> <ul style="list-style-type: none"> ▪ Check-in Date 17 Dec 2018 2:00 PM ▪ Check-out Date: 19 Dec 2018 12:00 NN ▪ Two (2) Twin Sharing <p>3.2 Rooms for 30 Persons (Participants):</p> <ul style="list-style-type: none"> ▪ Check-in Date 17 Dec 2018 2:00 PM ▪ Check-out Date: 19 Dec 2018 12:00 NN ▪ Ten (10) Triple Sharing <p>3.3 Other Room Requirements:</p> <ul style="list-style-type: none"> ▪ Room rates inclusive of breakfast ▪ All rooms must be air-conditioned ▪ Furnished with TV, closet, clean toilet & bathroom, beddings, towels, toiletries (tissue, shampoo, conditioner and soap) ▪ With Wi-fi connection, hot and cold shower 	
	<p>2. Meals Arrangement</p> <ul style="list-style-type: none"> ▪ AM Snacks, Lunch, PM Snacks & Dinner for 33 persons from 17 Dec 2018 ▪ Breakfast, AM Snacks and Lunch and Dinner for 33 persons on 18 Dec 2018 ▪ Breakfast, AM Snacks and Lunch for 33 persons on 19 Dec 2018 ▪ All Lunch and Dinner preferably assisted buffet ▪ All meals must come with free beverages ▪ Menu Options: Vegetables, Sea Foods, Fish, Pork Chicken, Beef and Rice ▪ Free pica-pica during the entire training ▪ Free flowing coffee and tea for the entire duration of the training 	
	<p>C. Other Requirements</p> <ol style="list-style-type: none"> 1. Backdrop and Welcome streamers/Lobby posting 2. Facilities: Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service; (Should be inclusive – differently abled, elderly, child, pregnant and woman friendly); Free parking space for the participants, secretariat and instructors 3. With stand-by generator set for guaranteed power supply during the entire stay 4. Accessible emergency exit and alarm 5. Standby fire extinguisher and automatic sprinkler 6. All equipment and facilities properly maintained 7. Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD Region 3 concerned. 8. Adequate security service (24/7) 9. Free use of telephone for local calls in function room 10. On call medical personnel in case of emergency 11. <u>Hotel Must Accept a Send Bill Policy in the payment of services</u> 12. Hotel must be able to adjust to the abrupt change in 	

	<p>the number of hotel room and conference rooms needed for the event.</p> <p>13. The venue must have its beach or pool area for the simulation part of the training course.</p> <p>14. Client's Satisfactory Rating – very satisfactory</p>	
--	--	--

I hereby commit to comply with all the above requirements.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date:

ANNEX "B"
Price Proposal Submission Sheet

Date: _____

OFFICE OF CIVIL DEFENSE REGION 3

Maimpis, City of San Fernando,
Pampanga

Sir:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the *Provision of Meals, Training Venue and Hotel Accommodation Services for Participants, Guest, Instructors and Secretariat involved in the 3-Day Gender Sensitivity Training for the OCD3 Employees and RDRRMC3 Member-Agencies* with the following details:

Item	Quantity	Unit	Cost per Pax	Total Price
Provision of Meals, Training Venue and Hotel Accommodation Services for Participants, Guest, Instructors and Secretariat involved in the 3-Day Gender Sensitivity Training for the OCD3 Employees and RDRRMC3 Member-Agencies: - Location: within Pampanga/ Clark - Event date: 17-19 Dec 2018 - Room Arrangement: Ten (10) Triple Sharing rooms Two (2) Twin Sharing rooms - Accommodation: Full Board - Number of Participants: 33pax	1	LOT		

TOTAL BID PRICE.....Php_____

(Amount in Words)

Note: The above quoted prices are VAT Inclusive

Very truly yours,

Name of Company/Bidder

**Complete Name & Signature
of Authorized Representative**