



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 27 2018
PR Ref No: 2018-11- 6298
Quotation No: 2018-11- 0248

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 Mode of 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:

Name of Project	: Lease of Venue including Meals and Accommodation for the conduct of Two-Day Gender Sensitivity Training (GST)
Brief Description	: Provision of training venue, meals and accommodation for the Two-Day GST
Event Date	: December 20-21, 2018
Number of Participants	: Thirty (30) pax
Terms of payment	: <u>Send Bill Policy</u> Within 30 working days upon submission of request documents i.e delivery receipt and sales invoice or billing statement and certificate of acceptance
ABC (Approved Budget for the Contract)	: 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 DEC 03 2018**, at the 2nd 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.	Availability: Event Date: December 20-21, 2018	
II.	Location and Site Condition: 1. Within Baguio City 2. Available Parking Space	
III.	Neighborhood Data: 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.	Venue: 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 19, 2018 - Availability of one (1) function room good for thirty (30) persons with minimum of 12-hours use from December 20 to December 21, 2018 - Table and chair arrangement as preferred by the organizers, preferably classroom type with rectangular tables with maximum of five (5) persons 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 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 30 persons available from December 19-22, 2018 i. Available one (1) single bedroom, one (1) twin-sharing (separate beds) room, and nine (9) triple-sharing (separate beds) rooms good for 30 persons - Check-in: December 19, 2018 - Check-out: December 22, 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 30 persons	
	3. Facilities: 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	

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
	f. Audible/Operational Sound System 4. Other requirements: a. All equipment and facilities properly maintained b. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCDR1 concerned. c. Adequate security service and closed circuit television (CCTV) (24/7) d. Standby generator set – for guaranteed power supply during the entire stay e. Backdrop and Welcome streamers/ Lobby posting f. Philippine Flag g. Free use of extension cords h. On call medical personnel in case of emergency i. Hotel/ Business Establishment Must Accept a Send Bill Policy in the payment of services 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.	
	5. Catering Services a. Meals for 30 participants: i. December 19, 2018: Dinner ii. December 20-21, 2018: AM Snack, Lunch, PM Snack and Dinner b. Free Flowing Coffee c. Drinks (One bottled juice for every meals and snacks) d. 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	
	6. Client's Satisfactory Rating	

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 Regional Office 1
2F 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
Lease of Venue including Meals and Accommodation for the conduct of Two-Day Gender Sensitivity Training (GST) with the following specifications: 1. Event Date: December 20-21, 2018 2. Location: Within Baguio City 3. Number of Pax: Thirty (30) 4. Function Hall: One (1) function hall good for 30 persons 5. Room Accommodation a. Available one (1) single bedroom, one (1) twin-sharing (separate beds) room, and nine (9) triple-sharing (separate beds) rooms good for 30 persons, check-in on December 19 and check-out on December 22, 2018 6. Catering Services a. Meals for 30 participants: i. December 19, 2018: Dinner ii. December 20-21 2018: AM Snack, Lunch, PM Snack and Dinner b. Free Flowing Coffee c. Drinks (One bottled juice for every meals and snacks)	1 LOT		

TOTAL OFFERED QUOTATION..... Php _____

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

- 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).
- 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.
- We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
- The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____