

Republic of the Philippines  
 Department of National Defense  
**OFFICE OF CIVIL DEFENSE REGION XI**  
 HS Polting Building CP Garcia highway,  
 Bangkal Davao City

Date:  
 PR Ref No: 2018-11-243  
 Quotation No.: 15

**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 **November 22, 2018** to Office of Civil Defense Regional Office XI, HS Polintan Building CP Garcia Highway, Bangkal Davao City.

Name of Project	: Event 1. Provision of Meals, Training Venue & Hotel Accommodation, Services for Participants, Guests Instructors and Secretariat involved in the <b>3-Day Gender Sensitive Training for OCD XI Employees</b> on December 5-7, 2018 in Davao City
Location	: Within Davao City
Date of Event	: Event 1: December 5-7, 2018
Type of Accommodation	: Full board Accommodation
Number of Participants	: Event 1: 34 pax
Brief Description	: Provision of lease of training venue including food and accommodation; (with internet connection at least 4GB, 30mpbs) <u><b>Hotel Must Accept a Send Bill Policy in the payment of services</b></u>
ABC (Approved Budget for the Contract)	: Event 1: <b>204,500.00</b>
Fund Source	: OCD Region XI APB CY 2018

General Conditions:

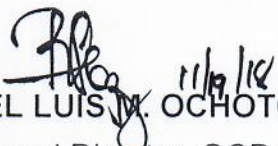
1. **All bids higher than ABC shall automatically be disqualified.**
2. **Proponent must submit, together with its quotation (prescribed form "Annex A&B") non-submission shall automatically be disqualified.**
3. All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Mayor's Permit, PHILGeps Registration, Latest Income and Business Tax Return 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.

  
DIR. MANUEL LUIS M. OCHOTORENA  
for: Regional Director, OCD XI

## 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.	<b>Date of Event:</b> Event 1: December 5-7, 2018	
II.	<b>Location and Site Condition:</b> Within Davao City (with internet connection at least 4GB, 30mpbs)	
III.	<b>Neighborhood Data</b> 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.	<b>Venue</b>  B. Functionality 1. Conference Room <ul style="list-style-type: none"><li>▪ Use of one (1) Conference Room that can accommodate 50 pax (big enough for the indoor exercise)</li><li>▪ Proper light ventilation and air-conditioning units with WiFi access</li><li>▪ Two (2) medium-size tables with chairs for Registration</li><li>▪ Two (2) medium-size tables with chairs for secretariat and instructors</li><li>▪ Must come with free Audio system, at least three (3) wireless microphones, one (1) projector with projector screen and podium</li><li>▪ On-call operator for PA systems</li><li>▪ On-call waiter</li><li>▪ Must come with two (2) medium-size whiteboards with markers, writing pads and pencils</li><li>▪ Have sufficient power outlets &amp; extension wires for laptops</li><li>▪ adequate number of comfort rooms comfortably located adjacent the Conference Room</li></ul>	

## 2. Room Arrangements

### Event 1:

#### 2.1. I. ACCOMMODATION: (2 or 3 Star Hotel)

##### A. Rooms for 28 Persons (Participants):

Check In Date: 5 December 2018

Check Out Date: 7 December 2018

Room Type: 14 Twin Sharing

##### B. Rooms for 6 Persons (Instructors & Secretariat):

Check In Date: 4 December 2018

Check Out Date: 7 December 2018

Room Type: 3 Twin Sharing

## 3. Meals Arrangement

### Event 1:

#### A. Provision of Meals

- Dinner for 10 persons on December 4, 2018
- Breakfast for 10 persons on December 5, 2018
- AM Snacks, Lunch, PM Snacks & Dinner for 34 pax on December 5, 2018
- Breakfast, AM Snacks, Lunch, PM Snacks & Dinner for 34 pax on December 6, 2018
- Breakfast, AM Snacks, Lunch, PM Snacks for 34 pax on December 7, 2018

#### C. Others:

- Room rates inclusive of breakfast
- Hotel must be located inside Davao City
- All rooms must be air-conditioned
- Furnished with TV, clean toilet & Beddings, towels, toiletries (tissue, shampoo, bathroom, conditioner and soap) with wifi connection, hot and cold shower
- Snacks must be served plated
- All meals must come with free beverages
- Free flowing coffee and tea for the entire duration of training
- Menu Options: Vegetables, Sea Foods, Fish, Pork Chicken, Beef and Rice.

Other Requirements

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 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. **Hotel Must Accept a Send Bill Policy in the payment of services**
12. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.
13. Client's Satisfactory Rating – very satisfactory

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 XI  
 HS Polintan Building, CP Garcia Highway,  
 Bangkal, Davao City

Sir:

After having carefully read and accepted the terms and conditions in your bidding documents, here under is our bid for the Provision of Meals, Training Venue & Hotel Accommodation Services for Participants, Guest, Instructors and Secretariat involved in the conduct of 3-Day Gender Sensitivity Training for OCD XI Employees on December 5-7, 2018 in Davao City & with the following details:

Item	Quantity	Unit	Cost per Pax	Total Price
<p><b>Event 1. Provision of Meals, Training Venue &amp; Hotel Accommodation, Services for Participants, Guests Instructors and Secretariat involved in the 3-Day Gender Sensitivity Training for OCD XI Employees on December 5-7, 2018 in Davao City</b></p> <p>Specific Requirements:</p> <p><b>I. ACCOMMODATION: (2 or 3 Star Hotel)</b></p> <p>A. Rooms for 28 Persons (Participants):                      Check In Date: 5 December 2018                      Check Out Date: 7 December 2018                      Room Type: 14 Twin Sharing</p> <p>B. Rooms for 6 Persons (Instructors &amp; Secretariat):                      Check In Date: 4 December 2018                      Check Out Date: 7 December 2018                      Room Type: 3 Twin Sharing</p> <p><b>Provision of Meals</b></p> <ul style="list-style-type: none"> <li>• Dinner for 10 persons on December 4, 2018</li> <li>• Breakfast 10 persons on December 5, 2018</li> <li>• AM Snacks, Lunch, PM Snacks &amp; Dinner on December 5, 2018 for 34 participants</li> <li>• AM Snacks, Lunch, PM Snacks &amp; Dinner on December 6, 2018 for 34 participants</li> <li>• Breakfast, AM Snacks, Lunch, PM Snacks for 34 pax on December 7, 2018</li> </ul> <p>C. Others:</p> <ul style="list-style-type: none"> <li>▪ Room rates inclusive of breakfast</li> <li>▪ Hotel must be located inside Davao City</li> <li>▪ All rooms must be air-conditioned</li> <li>▪ Furnished with TV, clean toilet &amp; Beddings, towels, toiletries (tissue, shampoo, bathroom, conditioner and soap)</li> </ul>	1	Lot		

<p>with wifi connection, hot and cold shower  <b>Snacks must be served plated</b>  All meals must come with free beverages</p> <ul style="list-style-type: none"> <li>▪ Free flowing coffee and tea for the entire duration of training</li> <li>▪ Menu Options: Vegetables, Sea Foods, Fish, Pork Chicken, Beef and Rice.</li> </ul>				
---	--	--	--	--

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 Authorize Rep.