

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE
 Camp General Martin Teofilo B. Delgado, Fort San Pedro, Iloilo City

REQUEST FOR QUOTATION (RFQ) No. 2020-1116-018

Company Name : _____
 Address : _____
 PhilGEPS Registration No. : _____

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.10 Lease of Real Property or Venue** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

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

Name of Project	: Provision of lease of venue and meals for the Presentation of PDNA Ursula Report to RDRRMC VI
Location	: Within Roxas City, Capiz
Date of Event	: 03 December 2020
Brief Description	: Lease of venue and meals
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: Total: PHP63,000.00
Fund Source	: OCD QRF CY 2020

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 (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of sealed quotation is not later than **9:00 AM on 23 November 2020**, at the OCD BAC Secretariat Office, OCD VI, Camp Martin Teofilo B. Delgado, Fort San Pedro, Iloilo City. Submit your **sealed quotation (indicate the project name)**, duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(033) 336-9353** or email address at **ocdrc6@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

Interested supplier/service provider is required to submit the following documents:

1. Valid/Current Mayor's Permit/Business Permit (or application for renewal with corresponding receipt)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return

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 for 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 open to it.

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



JOSE ROBERTO R. NUÑEZ
 HOPE/Regional Director
 Office of Civil Defense VI

ANNEX "A"
Technical Specifications

Provision of lease of venue and meals for the Presentation of PDNA Ursula Report to RDRRMC VI

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."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance																		
I.	<p>Name of Event: Provision of lease of venue and meals for the Presentation of PDNA Ursula Report to RDRRMC VI Date of Event: December 3, 2020 Location: within Roxas City</p> <p align="center">Meals/Restaurant Services:</p> <table border="1"> <thead> <tr> <th data-bbox="280 748 427 792">No. of Pax</th> <th data-bbox="427 748 635 792">Meal/Snack</th> <th data-bbox="635 748 863 822">Serving Arrangement</th> <th data-bbox="863 748 1050 822">Inclusive Date</th> <th data-bbox="1050 748 1302 822">Menu</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 822 427 1081" rowspan="3">70</td> <td data-bbox="427 822 635 891">AM Snacks</td> <td data-bbox="635 822 863 891">Plated</td> <td data-bbox="863 822 1050 891">December 3, 2020</td> <td data-bbox="1050 822 1302 913">Choice of pasta, noodles, pastry with one beverage</td> </tr> <tr> <td data-bbox="427 891 635 1014">Lunch</td> <td data-bbox="635 891 863 1014">Managed Buffet</td> <td data-bbox="863 891 1050 1014">December 3, 2020</td> <td data-bbox="1050 891 1302 1025">Choice of pork, chicken or beef with side dish and dessert and one beverage</td> </tr> <tr> <td data-bbox="427 1014 635 1081">PM Snacks</td> <td data-bbox="635 1014 863 1081">Plated</td> <td data-bbox="863 1014 1050 1081">December 3, 2020</td> <td data-bbox="1050 1014 1302 1106">Choice of pasta, noodles, pastry with one beverage</td> </tr> </tbody> </table>	No. of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu	70	AM Snacks	Plated	December 3, 2020	Choice of pasta, noodles, pastry with one beverage	Lunch	Managed Buffet	December 3, 2020	Choice of pork, chicken or beef with side dish and dessert and one beverage	PM Snacks	Plated	December 3, 2020	Choice of pasta, noodles, pastry with one beverage	
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II.	<p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> • Shall assure reasonable serving per dish, good quality of food and maintain high standard of sanitation • Flexibility of dietary requirements for guests with special diet (non-pork, food allergies) • Complete table set-up for participants and for food • Must provide secretariat and registration table • Caterer must be able to adjust to the abrupt change in the number of pax • Must be in the business for at least two (2) years 																			
III.	<p>CONFERENCE ROOM/FUNCTION HALL:</p> <ul style="list-style-type: none"> • To comfortably house 70 participants with social distancing • No posts/columns that will obstruct the line of sight of participants • Must provide audio-visual equipment such as LCD projector, flat screen, sound system with at least three (3) microphones and whiteboard 																			
IV.	<p>Payment: Must accept SEND BILL policy as payment for services.</p>																			

I hereby certify to comply and deliver all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

Date : _____

ANNEX "B"
Price Quotation Form

The Bids and Awards Committee
OFFICE OF CIVIL DEFENSE VI
Camp Gen. Martin Teofilo B. Delgado
Fort San Pedro, Iloilo City

Sir/Madam:

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:

ARTICLE AND DESCRIPTIONS	Quantity	Cost per pax	Total Price
Provision of lease of venue and meals for the Presentation of PDNA Ursula Report to RDRMC VI on December 3, 2020	70 pax	PHP	PHP
TOTAL PRICE		PHP	PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

2. 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.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Date : _____