

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. PDPS-1018-030

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 for Lease of Venue, Meals, and Accommodation for Workshop on the Development of OSSP for the Proposed DDR
Location	:	Within Baguio City
Date of Event	:	05 to 09 November 2018
Type of Accommodation	:	At least three-star hotel, Full-board/Twin Sharing
Terms of Payment	:	<u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	:	Php. 264,000.00
Fund Source	:	PDPS APB CY 2018

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**" not later than **09:00 AM on 29 October 2018**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed quotation (indicate the project name) duly signed by your authorized representative to our office**. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.ocd@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:

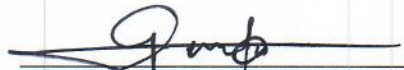
- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

1. Valid and current Mayor's Permit/Business Permit
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.



MR. CHRISTOPHER B. GACUTAN
Vice-Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

**Provision for Lease of Venue, Meals, and Accommodation for Workshop
on the Development of OSSP for the Proposed DDR**

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 for Accommodation and Meals	Statement of Compliance
I.	Check-in: November 05, 2018 Check-out: November 09, 2018 Hotel Requirements: <ul style="list-style-type: none"> • Venue must be at least 3-star hotel • Venue must be located within Baguio City • Room Accommodation with complimentary breakfast meal for thirty (30) persons (twin sharing) • The function room for four (4) days must be big enough to accommodate 40 to 50 people for a round table arrangement with proper lighting conducive for training and without pillar obstruction • The venue rate must include strong Wi-Fi connection with speed of 6 to 12 mbps for every participant both in venue and rooms • Must have pleasing aesthetic both inside and outside the venue • Must offer variety of amenities such as swimming pools, bar, etc. • The venue can accommodate at least five (5) free parking spaces for the whole duration of the activity • Audio visual equipment such as projectors, flat screens, sound system, projector screens, etc. must be available • Requirements for restaurants and events venue must be able to provide the following meal requirements: <ul style="list-style-type: none"> - November 05, 2018: Dinner for 30 pax - November 06 to 08, 2018: Fullboard Meals (Breakfast, AM/PM Snacks, Lunch, and Dinner) for 30 pax - November 09, 2018: Breakfast, AM/PM Snacks, and Lunch for 30 pax 	
II.	Payment: <u>Must accept SEND BILL policy as payment for services.</u> *Net Rates – inclusive of 10% service charge, 12% VAT and 0.825% government tax	

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
Camp Gen. Emilio Aguinaldo, Quezon 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 for Lease of Venue, Meals, and Accommodation for Workshop on the Development of OSSP for the Proposed DDR Date of Event: November 05 to 09, 2018 <ul style="list-style-type: none"> • Check-in: November 05, 2018 • Check-out: November 09, 2018 Location: Within Baguio City Accommodation: Twin Sharing Meal Requirements: <ul style="list-style-type: none"> • November 05, 2018: Dinner for 30 pax • November 06 to 08, 2018: Fullboard Meals (Breakfast, AM/PM Snacks, Lunch, and Dinner) for 30 pax • November 09, 2018: Breakfast, AM/PM Snacks, and Lunch for 30 pax 	1 lot	PhP	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 seven (7) calendar days from receipt of Contract.
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 : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Date : _____