

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-1018-039

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 and Meals for the Cluster Workshops to Update the NDRRMP on November 13 to 14, 2018
Location	: Within Quezon City
Date of Event	: 13 to 14 November 2018
Type of Accommodation	: At least three-star hotel, Full-board
Terms of Payment	: <u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	: Php. 108,000.00
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 **01:30 PM on 05 November 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.oed@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.



DIR. BERNARDO RAFAELITO R. ALEJANDRO IV
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

**Provision for Lease of Venue and Meals for the Cluster Workshops to Update the NDRRMP
on November 13 to 14, 2018**

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.	<p>Hotel Requirements:</p> <ul style="list-style-type: none"> • Venue must be at least 3-star hotel • Venue must be located within Quezon City and away from funeral parlors and red light district • The function room must be big enough to accommodate 60 people for a classroom set-up, round table or U-shaped design with proper lighting conducive for training and without pillar obstruction • The venue rates 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 • May offer variety of amenities • 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 requirements: <ul style="list-style-type: none"> - November 13, 2018: (AM Snack, PM Snack, and Lunch) for 60 pax - November 14, 2018: Fullboard Meal (Buffet Breakfast, AM Snack, PM Snack, and Lunch) for 60 pax • Hotel must be able to provide at least 2 projectors and 2 widescreen plus white board marker • Function room must have a minimum capacity of 60 pax and maximum capacity of 80 pax • Hotel must be able to serve AM Snack, Lunch and PM Snack in the restaurant or separate dining area of the hotel and not in the venue/function room for training. • Function room for training from Day 1 to Day 2. 	
II.	<p>Payment: <u>Must accept SEND BILL policy as payment for services.</u></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
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 and Meals for the Cluster Workshops to Update the NDRRMP on November 13 to 14, 2018 Date of Event: November 13 to 14, 2018 Location: Within Quezon City Accommodation: At least three-star hotel/ Full Board Meal Requirements: <ul style="list-style-type: none"> • November 13, 2018: (AM Snack, PM Snack, and Lunch) for 60 pax • November 14, 2018: Fullboard Meal (Buffet Breakfast, AM Snack, PM Snack, and Lunch) for 60 pax Function Room: minimum capacity of 60 pax and maximum capacity of 80 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 : _____