

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

**REQUEST FOR QUOTATION (RFQ) No. PDPS-1118-002**

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:

<b>Name of Project</b>	: Provision of Venue for the Conduct of the 20th Gawad Kalasag National Awarding on 04 December 2018
<b>Location</b>	: Must be within Pasay City
<b>Date of Event</b>	: 04 December 2018 Ingress/Set-up: 08:00AM to 12:00NN Event Run: 01:00PM to 08:00PM Egress: 08:00PM to 10:00PM
<b>Terms of Payment</b>	: <b><u>Send bill policy as payment for services</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: Php. 400,000.00
<b>Fund Source</b>	: 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 08 November 2018**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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 of Venue for the Conduct of the 20th Gawad Kalasag National Awarding  
on 04 December 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><b>Venue Requirements:</b></p> <ul style="list-style-type: none"> <li>• Ingress/Set-Up: 08:00AM to 12:00NN</li> <li>• Event Run: 01:00PM to 08:00PM</li> <li>• Egress: 08:00PM-10:00PM</li> </ul> <p>*Inclusive of ingress/set-up for 4 hours and dismantling/egress for 2 hours on the event proper (04 December 2018)            *Theater/Convention Center/Function Hall must be within Quezon City            *Fully air-conditioned ballroom or venue which can accommodate minimum of 500 in round cocktail table banquet            *With stage of at least 16 x 24 ft dimension            *With reliable internet connection of at least 1 mbps per pax            *Inclusive of electricity use for the whole event            *Ample parking for as many as 100 vehicles inclusive of 50 spaces for VIPs            *Accessible for PWDs and Pregnant Women</p>	
II.	<p><b>Payment:</b>  <b><u>Must accept SEND BILL policy as payment for services.</u></b>            *Prices includes all applicable taxes, duties, and other charges</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	Total Price
<b>Provision of Venue for the Conduct of the 20th Gawad Kalasag National Awarding on 04 December 2018</b>  <b>Date of Event:</b> 04 December 2018 Ingress/Set-up: 08:00AM to 12:00NN Event Run: 01:00PM to 08:00PM Egress: 08:00PM to 10:00PM <b>Location:</b> Must be within Quezon City	1 Lot	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 on the stated date of event.
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 : \_\_\_\_\_