



Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE

EASTERN VISAYAS – REGION VIII

2nd Floor, Uytingkoc Bldg., Avenida Veteranos, Tacloban City

Date: 29 November 2018
PR RF: 2018-11-002
Quotation No: RFQ-2018-11-002

Company Name : _____
Address : _____
Tel/Fax No : _____
Business Permit No. : _____
TIN No : _____
PhilGEPS Cert. # : _____
Vatable/Non-vatable (please indicate) : _____

Sir/Madam:

The Office of Civil Defense Region 8 will undertake an **Alternative Mode of Procurement through Negotiated Procurement in accordance with Section 53.10 Lease of Venue** of the Revised Implementing Rules and Regulations of Republic Act No 9184.

The OCD RO8 hereafter referred to as the "Purchaser", now request submission of a price quotation for the subject below:

Name of Activity	2 – Day Emergency Telecommunications Interoperability of Radio Groups in Region VIII
Location	Tacloban City/Ormoc City, Palo, Leyte or within the Province of Leyte
Event Date	December 12-13, 2018
Number of Participants	50 persons
Brief Description	Training Venue, Meals and Accommodation
Terms of Payment	Thirty (30) working days of processing and must accept a send bill policy in the payment of service
ABC (Approved Budget for the Contract)	Php 140,000.00
Fund Source	GAA/APB2018

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 **1:00 PM 3 December 2018** at OCD Region 8, 2F Uytingkoc Bldg. Avenida Veteranos Street Tacloban City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD8** at telephone nos. **(053) 523-1112 & 09175898044** or email address at **ocdeastvisayas@yahoo.com.ph**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

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

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- Latest Income and Business Tax Return.

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.


HENRY ANTHONY M. TORRES
Regional Director

Received by:

(Signature above Printed Name)

(Date and Time)

ANNEX "A"
Technical Specifications

2 – Day Emergency Telecommunications Interoperability of Radio Groups in Region VIII

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.	Agency Specifications for Accommodation and Meals	Statement of Compliance
I.	Date of Event: <ul style="list-style-type: none"> • December 12-13, 2018 	
II.	Location: Tacloban City/Ormoc City, Palo, Leyte or within the Province of Leyte	
III.	Accommodation: A. Room for 50 persons (Participants/Secretariat/Guest Instructors) Check-in Date: 12 December 2018 Check-out Date: 13 December 2018 Room Type: Twin or Triple Sharing	
IV.	Training Venue: 1. Can accommodate at least 50 persons including audio visual equipment 2. With four (4) sets tables (rectangular, long tables) arranged on a ten (10) seating capacity. 3. Three (3) medium-size table for secretariat and instructors 4. With free use of Audio systems (w/ operator), at least three (3) wireless microphones and one (1) projector with projector screen, and with podium. 5. Preferably with at least two (2) movable whiteboard. 6. Adequate comfort rooms located inside the training room or nearby. 7. Have sufficient power outlets & extension wires for laptops 8. Air-conditioned and adequate lighting with uninterruptible power supply	
V.	Meals/Restaurant Services: A. Provision of Meals 1. AM Snacks, Lunch, PM Snacks and Dinner good for 50 persons on 12 December 2018 . 2. Breakfast, AM Snacks, Lunch and PM Snacks good for 50 persons on 13 December 2018 . Others: <ul style="list-style-type: none"> • Preferably assisted buffet for the breakfast, lunch and dinner. • Snacks must be served plated. • All meals must come with free beverage. • Menu options: Vegetables, sea foods, fish, pork, chicken, beef and rice. • Free flowing coffee and tea for the entire duration of the training. 	
VI.	Other Requirements: 1. All Equipment and facilities are properly maintained. 2. Exhibits professional ambiance and must satisfy the requirements for security and other substantive details to meet the objectives of OCD	
VII	<u>Must accept SEND BILL policy as payment for services.</u>	

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

Henry Anthony M. Torres
Regional Director
OFFICE OF CIVIL DEFENSE Region 8
2F Uytingkoc Bldg. Avenida Veteranos Street.
Tacloban City

Sir:

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	Cost per pax	Total Price
Provision of Training Venue, meals and Accommodation for the 2 – Day Emergency Telecommunications Interoperability of Radio Groups in Region VIII <ul style="list-style-type: none">• Date of Event: 12-13 December 2018• Location: Within Tacloban City/Ormoc City, Palo, Leyte or within the Province of Leyte	Php	Php
TOTAL		

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 : _____