

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
PEO Compound, Kumintang Ilaya, Batangas City

REQUEST FOR QUOTATION No, QRF-2020-IVB-021 (REPOST)
(Section 53.10 of RA 9184, Lease of Venue)

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

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee will undertake an Alternative Method of Procurement through Negotiated Procurement in accordance with **Section 53.10 (Lease of Venue) of the Revised Implementing Rules and Regulations of RA 9184**.

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	: Lease of accommodation services with meals for the conduct of <i>Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque re effects of Typhoons Tisoy and Ursula</i>
Brief Description	: Provision of accommodation services with meals for the conduct of Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque re effects of Typhoons Tisoy and Ursula
Delivery Site	: Hotel venue must be located within the Province of Marinduque
Delivery Schedule	: November 08 – 14, 2020
Approved Budget for the Contract (ABC)	: Php 385,000.00
Terms of Payment	: <u>Send bill Policy</u> - Payment shall be made through Landbank's Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor's account. Payment details: Bank institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Evaluation Criteria	: <u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u>
Fund Source	: QRF Funds

Award of contract shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed **"Annex A, Technical Specifications & Annex B, Price Quotation Form (PQF)", (under prescribed form) non submission of same prescribed format shall automatically disqualify,** not later than **12:00 p.m., 19 October 2020 to be opened at 2:30 p.m. on same date or during the BAC deliberation** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address mimaropabac2019@gmail.com. For any clarifications, you may contact Ms. NONALIE NIEVES R. VIADO at telephone no/s 0915-456-0307/ (043) 723-4248, (043) 702 -9361- Use of forms other than OCD prescribed form shall not be acceptable.

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

- Platinum PHILGEPS Registration only with valid and current annexes (*Kindly attach the Latest income and Business Tax Return BIR RR No. 3-2005*)
- While for Red Membership:
 1. Valid and current Mayor's Permit/Business Permit 2020
 2. PHILGEPs Registration No. (*Please indicate on the space provided*)
 3. Latest Income and Business Tax Return (BIR RR No. 3-2005)

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.


MARY AN B. ACEVEDA

Vice Chairman, Committee on Awards and Canvass

ANNEX "A"
Technical Specifications (minimum requirements)

Bidders must either state "**Comply**" or "**Not Comply**" or any other equivalent term in the column of "Statement of Compliance" against each of the individual parameters of each "Specifications"

Item Description	Statement of Compliance
Lease of accommodation services with meals for the conduct of Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque re effects of Typhoons Tisoy and Ursula	
<p>A. Venue Requirements:</p> <ul style="list-style-type: none"> a. Availability: <ul style="list-style-type: none"> ✓ November 08, 2020 (check-in) 12:00 NN ✓ November 14, 2020 (check-out) 12:00 NN b. Hotel venue must be located <i>within the vicinity of Marinduque Province</i> c. Proper light ventilation and air-conditioning units d. Facilities must be gender sensitive e. Free parking space for participants and secretariat <p>Neighbourhood Data</p> <ul style="list-style-type: none"> 1. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority 2. Proximity to police and fire stations & hospitals 3. Strategic location to commercial establishments, ATM banks and Telecommunications service provider 	
<p>B. Room Arrangement:</p> <ul style="list-style-type: none"> a. Can accommodate a <i>maximum of twenty-five (25) pax</i> b. Room type: <u>STRICTLY</u> Single occupancy (<i>to maintain Social Distancing</i>) c. No. of Rooms: twenty-five (25) d. Must have free internet connection, with air conditioning unit, comfort rooms and television set e. Must comply with the COVID-19 Safety and Health Protocols 	
<p>C. Food Requirement:</p> <ul style="list-style-type: none"> a. Must provide packed meals with variety of foods to choose from: <ul style="list-style-type: none"> - 2 viands of meat fish/chicken/pork, vegetable, soup, rice and dessert with one round of drinks every meal b. Must be flexible to the dietary requirements and restrictions of the guests c. Must have pork-free alternative meals to cater Muslim guests d. Provision of meals must be as follows: <ul style="list-style-type: none"> • November 8, 2020 –Packed dinner for a maximum of 25 persons • November 9-13, 2020: Field Assessment <ul style="list-style-type: none"> - Packed breakfast for a maximum of 25 persons - Packed AM and PM snacks for a maximum of 25 persons each - Packed lunch for a maximum of 25 persons - Packed Dinner for a maximum of 25 persons • November 14, 2020 <ul style="list-style-type: none"> - Packed breakfast for a maximum of 25 persons - Packed AM and PM snacks for a maximum of 25 persons each - Packed lunch for a maximum of 25 persons - Packed Dinner for a maximum of 25 persons 	
<p>Send Bill Policy:</p> <ul style="list-style-type: none"> a) Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance 	

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

Company Name : _____
 Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Complete Name : _____
 Date : _____

ANNEX "B"
PRICE QUOTATION

Date: _____

The COMMITTEE ON CANVASS AND AWARDS
OFFICE OF CIVIL DEFENSE-MIMAROPA
PEO Compound, Kumintang Ilaya
Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Article and Description	Quantity/ Unit Measure	Total Approved Budget for the Contract	Offered Quotation	
			Unit Price	Total Price
<p>Lease of accommodation services with meals for the conduct of Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque re effects of Typhoons Tisoy and Ursula <i>Note: Please fill in your offered rate Per Room Per Day/Night (Php)</i></p> <p>A. Venue Requirements: a. Availability: November 08, 2020 (check-in) 12:00 NN November 14, 2020 (check-out) 12:00 NN b. Hotel venue must be located within the vicinity of Marinduque Province</p> <p>B. Room Arrangement: a. Can accommodate a maximum of twenty-five (25) pax b. Room type: STRICTLY Single occupancy (to maintain Social Distancing) c. No. of Rooms: twenty-five (25) d. Must have free internet connection, with air conditioning unit, comfort rooms and television set e. Must comply with the COVID-19 Safety and Health Protocols</p> <p>C. Food Requirement: a. Must provide packed meals with variety of foods to choose from: - 2 viands of meat fish/chicken/pork, vegetable, soup, rice and dessert with one round of drinks every meal b. Provision of meals must be as follows: • November 8, 2020 –Packed dinner for a maximum of 25 persons • November 9-13, 2020: Field Assessment - Packed breakfast for a maximum of 25 persons - Packed AM and PM snacks for a maximum of 25 persons each - Packed lunch for a maximum of 25 persons - Packed Dinner for a maximum of 25 persons • November 14, 2020 - Packed breakfast for a maximum of 25 persons - Packed AM and PM snacks for a maximum of 25 persons each - Packed lunch for a maximum of 25 persons - Packed Dinner for a maximum of 25 persons</p>	1 Lot	Php385,000.00		

Amount in Words : _____

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within _____ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for 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 : _____
Telephone & Mobile No. : _____
Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Date : _____