

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

REQUEST FOR QUOTATION No, 2019-IVB-039
(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 Venue with Provision of Meals and accommodation
Brief Description	:	Procurement of services for leasing of venue including meals, accommodation and use of function rooms for the conduct of Poster-Making and Essay Writing Contest for Elementary and High School Students of MIMAROPA
Delivery Site	:	Hotel venue must be located within the vicinity of Metro Manila
Delivery Schedule	:	July 11, 2019
Approved Budget for the Contract (ABC)	:	Php 92,000.00
Terms of Payment	:	Send bill Policy 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
Evaluation Criteria	:	<u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u>
Fund Source	:	DRRM Funds of OCD-MIMAROPA under APB CY 2019

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 shall automatically disqualified,** not later than **10:00 a.m., 25 June 2019** 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. Minerva R. Alcaraz at telephone no/s (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:

1. Valid and current Mayor's Permit/Business Permit
2. PHILGEPs Registration No.
3. Latest Income and Business Tax Return

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.


RICHARD T. CARANDANG
Chairman, Committee on Awards and Canvass

ANNEX "A"

Technical Specifications (minimum requirements)

FOR LEASE OF VENUE AND PROVISION OF MEALS SERVICES

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 No.	Item	Item Description	Statement of Compliance
	Lease of Venue	Procurement of services for the lease of venue including provision of meals, accommodation and use of function room for the conduct of Poster-Making and Essay Writing Contest for Elementary and High School Students of MIMAROPA.	
		1. Technical Specifications (minimum requirements):	
		<ul style="list-style-type: none"> • Availability: <u>July 11, 2019:</u> • Function/Conference room can accommodate at least thirty-five (35) pax (live-in package including Secretariat) 	
		<ul style="list-style-type: none"> • Hotel venue must be located <u>within the vicinity of Metro Manila</u> • At least 3-star rating 	
		<ul style="list-style-type: none"> • Function Room Set-up: <u>Classroom Type</u> 	
		A. Meals requirement: Based on hotel menu inclusive of one (1) round soft drinks or iced tea for every meal	
		<ol style="list-style-type: none"> 1. <u>July 10, 2019: Day 0 (zero)</u> <ul style="list-style-type: none"> - Assisted Dinner, at least 26 persons 2. <u>July 11, 2019: Day One (1)</u> <ul style="list-style-type: none"> - Plated AM Snacks; at least 31 persons - Assisted Buffet Lunch; at least 31 persons - Plated PM Snacks; at least 31 persons 	
		B. Room requirement:	
		<ol style="list-style-type: none"> 1. <u>July 10, 2019: check-in</u> 2. <u>July 11, 2019: check-out</u> <p align="center"><i>At least nine (9) rooms (triple sharing)</i></p>	
		<ol style="list-style-type: none"> 2. Other Requirements: <ol style="list-style-type: none"> a) Secretariat's Table b) Microphone (at least 2 pieces, wireless) c) Sound System d) Projector Screen with table e) Whiteboard and eraser f) Free Wi-fi connectivity g) Free flowing coffee or tea and water 	
	<ol style="list-style-type: none"> 3. Send Bill Policy: 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

FOR LEASE OF VENUE AND PROVISION OF MEALS SERVICES

Date: _____

The BIDS AND AWARDS COMMITTEE
 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:

Item No.	Article and Description	Quantity/ Unit Measure	Unit Price	Total Price
1.	<p>Procurement of services for the lease of venue including provision of meals and use of function room for the conduct of Poster-Making and Essay Writing Contest for Elementary and High School Students of MIMAROPA.</p> <p><u>1.Function/Conference room</u> must be available on July 11, 2019 (at least 35 pax)</p> <p><u>2.Meal requirement:</u></p> <p style="padding-left: 40px;">a) <i>July 10, 2019: Day 0 (zero)</i></p> <p style="padding-left: 80px;">- Assisted Dinner; at least 26 persons</p> <p style="padding-left: 40px;">b) <i>July 11, 2019: Day One (1)</i></p> <p style="padding-left: 80px;">- Plated AM Snacks; at least 31 persons</p> <p style="padding-left: 80px;">- Assisted Buffet Lunch; at least 31 persons</p> <p style="padding-left: 80px;">- Plated PM Snacks; at least 31 persons</p> <p><u>3.Room requirement:</u></p> <p style="padding-left: 40px;">1. <i>July 10, 2019: check-in</i></p> <p style="padding-left: 40px;">2. <i>July 11, 2019: check-out</i></p> <p style="padding-left: 80px;"><i>At least nine (9) rooms (triple sharing)</i></p> <p><u>4.Send Bill Policy:</u> 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</p>	1 lot		

Amount in Words : _____

Note: The above quoted prices are VAT inclusive.

- 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
- 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.
- We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
- The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____
 Address : _____
 Telephone & Mobile No.: _____
 Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Date : _____