

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

REQUEST FOR QUOTATION No. 2019-IVB-043
(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 for Participants and Secretariat for the Conduct of Gawad Kalasag Awarding Ceremony
Brief Description	:	Procurement of services for leasing of venue including meals, accommodation and use of function rooms for the conduct of <u>Regional Gawad Kalasag Awarding Ceremony</u>
Delivery Site	:	Hotel venue must be located within the vicinity of Manila or Quezon City
Delivery Schedule	:	August 14-15, 2019
Approved Budget for the Contract (ABC)	:	Php 240,000.00
Terms of Payment	:	<u>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
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 **1:30 p.m., 16 July 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.


MARC REMBRANDT P. VICTORE
 Vice Chairman, Committee on Awards and Canvass

ANNEX "A"

Technical Specifications (minimum requirements)

FOR LEASE OF VENUE AND PROVISION OF MEALS AND ACCOMMODATION 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
1.	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 Regional Gawad Kalasag Awarding Ceremony	
		<p>1. Technical Specifications (minimum requirements):</p> <ul style="list-style-type: none"> • Availability: <u>August 14-15, 2019:</u> • Function/Conference room can accommodate at least one hundred (100) pax (live-in package including Secretariat) 	
		<ul style="list-style-type: none"> • Hotel venue must be located <u>within the vicinity of Manila or Quezon City</u> • At least 3-star rating 	
		<ul style="list-style-type: none"> • Function Room Set-up: <u>Banquet style</u> 	
		<p>2. Meal requirement: with complimentary Breakfast</p> <p>A. <u>August 14, 2019</u></p> <ul style="list-style-type: none"> • <u>Assisted Dinner</u> : good for one hundred (100) persons - inclusive of one (1) round of drinks <p>B. <u>August 15, 2019 - inclusive of one (1) round of drinks for every meal</u></p> <ul style="list-style-type: none"> • <u>Assisted Buffet Lunch</u> : good for one hundred (100) persons • <u>Plated AM/PM Snacks</u> : good for one hundred (100) persons <p>C. <u>With free flowing of coffee or tea and water</u></p> <p>D. <u>Based on Hotel menu</u></p>	
		<p>3. Room requirement: with complimentary Breakfast</p> <p><u>a. August 14, 2019: (check-in)</u></p> <ul style="list-style-type: none"> - at least thirty three (33) rooms (triple sharing with separate beds) for guests, participants and secretariat - One (1) single occupancy <p><u>b. August 15, 2019: (check-out)</u></p> <p><u>c. With air conditioning unit and television set</u></p> <p><u>d. With Wi-Fi Connectivity</u></p>	
		<p>2. Other Requirements:</p> <ol style="list-style-type: none"> a) Provision of round tables approximately 10 tables good for one hundred (100) persons; estimated 10 persons per table b) Secretariat's Table c) Microphone (at least 2 pieces, wireless) d) Sound System e) Projector Screen with table f) Free Wi-Fi connectivity g) Free Parking space for the participants/facilitators 	
		<p>3. Send Bill Policy:</p> <p>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>	

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

Company Name
Address

AUTHORIZED REPRESENTATIVE:

Signature
Complete Name
Date

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ANNEX "B"

PRICE QUOTATION

FOR LEASE OF VENUE AND PROVISION OF MEALS & ACCOMMODATION 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, accommodation and use of function room for the conduct of <i>Regional Gawad Kalasag Awarding Ceremony</i>.</p> <p><u>Please specify unit price on package rate per person/head:</u></p> <p>1. <u>Accommodation</u> must be available on : <ul style="list-style-type: none"> • August 14, 2019 (check-in) : at least thirty three (33) rooms good for 100 persons • one (1) single occupancy • August 15, 2019 (check-out) </p> <p>2. <u>Function/Conference room</u> must be available on August 15, 2019 (can accommodate 100 persons)</p> <p>3. <u>Meal requirement: with complimentary Breakfast - inclusive of one round of drinks for every meal</u> a) <u>August 14, 2019:</u> - Assisted Dinner good for at least 100 persons b) <u>August 15, 2019:</u> - Assisted Buffet Lunch good for at least 100 persons - Plated AM/PM Snacks good for 100 persons c) Based on Hotel Menu d) With free flowing of coffee or tea and water</p> <p>4. <u>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.

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 : _____