

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-0120-003**

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 and 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>	: <b>Provision of Venue, Hotel/Resort Accommodation and Meals for the Conduct of GSD Team Building 2020</b>
<b>Location</b>	: <b>La Union Area</b>
<b>Date</b>	: <b>04 to 06 March 2020</b>
<b>Brief Description</b>	: <b>Venue, meals and accommodation. Twin-sharing or Triple sharing rooms</b>
<b>Terms of Payment</b>	: <b><u>Send Bill Policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PHP330,000.00</b>
<b>Fund Source</b>	: <b>AFMS APB CY 2020</b>

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.** Submission of SEALED QUOTATION is until **12:00 Noon on 05 February 2020**, 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. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address **atbacsec.ocd@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:

1. Valid/Current Mayor's Permit/Business Permit (or Official Receipt of Renewal Application with the Expired 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.

  
\_\_\_\_\_  
**ASEC KRISTOFFER JAMES E. PURISIMA**  
Chairperson  
OCD Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**

**Provision of Venue, Hotel/Resort Accommodation and Meals for the Conduct of GSD Team Building 2020**

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	Statement of Compliance																																			
I.	<p><b>ACCOMMODATION AND MEALS</b> <b>Provision of Venue and Hotel Accommodation</b> <b>Name of Event: Conduct of the GSD 2020 Team Building</b> <b>Date: 4 to 6 March 2020</b> <b>Location: La Union Area</b></p> <table border="1" data-bbox="284 730 1273 887"> <thead> <tr> <th>Room Requirement</th> <th>No. Of Rooms</th> <th>Check-in date/time</th> <th>Check-out date/time</th> <th>No. of Nights</th> </tr> </thead> <tbody> <tr> <td>Twin or Triple Sharing</td> <td align="center">38</td> <td align="center">2 pm, 04 Mar 2020</td> <td align="center">12nn, 06 Mar 2020</td> <td align="center">2</td> </tr> <tr> <td colspan="5"><b>Total</b></td> </tr> </tbody> </table> <p>Must have Internet connection at least 10 mbps in the rooms and assigned function areas of the hotel Provide free bottled drinking water inside the room (to be replenished daily) or its Conference Room/Function Hall: Function room to comfortably house 75 pax Function room set up day before event No post/columns that will obstruct the line of sight of participants Must provide AV equipment such as three (3) LCD Projector, three(3) flat screen/projector, sound system, with at least three (3) microphones Whiteboard with markers and erasers</p> <table border="1" data-bbox="284 1227 1273 1478"> <thead> <tr> <th>Meal/Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> </tr> </thead> <tbody> <tr> <td>PM Snack</td> <td align="center">Plated</td> <td align="center">4 and 5 Mar 2020</td> <td align="center" rowspan="5">Must Send Menu</td> </tr> <tr> <td>AM Snack</td> <td align="center">Plated</td> <td align="center">5 Mar 2020</td> </tr> <tr> <td>Lunch</td> <td align="center">Managed Buffet</td> <td align="center">5 Mar 2020</td> </tr> <tr> <td>Dinner</td> <td align="center">Managed Buffet</td> <td align="center">4 and 5 Mar 2020</td> </tr> <tr> <td>Complimentary Breakfast</td> <td align="center">Managed Buffet</td> <td align="center">5 and 6 Mar 2020</td> </tr> </tbody> </table> <p>Must have pork-free alternative meals to cater the Muslim guests Free-flowing coffee/tea during the duration of activity at the function hall</p> <p>Other Requirements: Hotel must be located in/within La Union Area Facilities and facilitator(s) for teambuilding activities Must be in business for at least two (2) years Hotel must be able to adjust to the abrupt change in the number of hotel rooms needed for the event Must have provision for elderly, PWDs, pregnant women and children Must have hot and cold water line/water heater Must replenish toiletries and towels everyday PREFERABLY has TV set, refrigerator and coffee percolator in the room PREFERABLY has bidet and hair blower</p> <p><b>Payment : Must accept Send Bill Policy as payment for services</b></p>	Room Requirement	No. Of Rooms	Check-in date/time	Check-out date/time	No. of Nights	Twin or Triple Sharing	38	2 pm, 04 Mar 2020	12nn, 06 Mar 2020	2	<b>Total</b>					Meal/Snack	Serving Arrangement	Inclusive Date	Menu	PM Snack	Plated	4 and 5 Mar 2020	Must Send Menu	AM Snack	Plated	5 Mar 2020	Lunch	Managed Buffet	5 Mar 2020	Dinner	Managed Buffet	4 and 5 Mar 2020	Complimentary Breakfast	Managed Buffet	5 and 6 Mar 2020	
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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	Item	Price
<b>Provision of Venue, Hotel/Resort Accommodation and Meals for the Conduct of GSD Team Building 2020</b>	1 Lot	PHP
<b>TOTAL PRICE</b>		PHP

**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive.

2. 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.
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 : \_\_\_\_\_

Office Tel. No. & Mobile No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

