

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0320-001

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:

Name of Project	: Provision of hotel/ venue/ accommodation for the conduct of Directorate Conference
Location	: within less than 7km away from Camp General Emilio Aguinaldo
Date	: 19-21 March 2020
Brief Description	: Meals and Accommodation, Single rooms and must be at least 4-star hotel classified by the PTA, DTI or DOT
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP 210,000.00
Fund Source	: AFMS APB CY 2020

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 **12:00 Noon on 11 March 2020**, at the OCD BAC Secretariat Office, 2nd 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.oed@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)
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 hotel/ venue/ accommodation for the conduct of Directorate Conference

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>ACCOMMODATION AND MEAL Provision of hotel/venue/accommodation for the conduct of event: Name of Event: Directorate Conference Location: within less than 7km away from Camp General Emilio Aguinaldo Inclusive Date: 19-21 March 2020 Room Accommodation:</p> <table border="1" data-bbox="239 772 1300 996"> <thead> <tr> <th>No. of Pax</th> <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> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>Single Room</td> <td>20</td> <td>19 March 2020, 2PM</td> <td>21 March 2020, 12NN</td> <td>2</td> <td>Participants</td> </tr> <tr> <td>20</td> <td colspan="6" style="text-align: center;">Total</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Must have internet connection at least 4GB, 30 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 equivalent <p>Conference Room/Function Hall:</p> <table border="1" data-bbox="239 1153 1300 1344"> <thead> <tr> <th>No. of Pax</th> <th>Room Requirement</th> <th>No. of Rooms</th> <th>Date</th> <th>Time</th> <th>No. of Days</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>Function Room</td> <td>1</td> <td>20 March 2020</td> <td>8:00 AM – 5:00 PM</td> <td>1</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Function room to comfortably house 30-35 pax • Function room set up a day before event • Room set-up type (classroom, conference) flexible upon request of end-user • No posts/columns that will obstruct the line of sight of participants • Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least five (5) Microphones • Whiteboard with markers and erasers <p>Meals/ Restaurant Services:</p> <table border="1" data-bbox="239 1691 1332 1971"> <thead> <tr> <th>No. of Pax</th> <th>Meal / Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Other Requirements</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>Complimentary breakfast</td> <td>-</td> <td>20-21 March 2020</td> <td>-</td> <td></td> </tr> </tbody> </table>	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	Remarks	20	Single Room	20	19 March 2020, 2PM	21 March 2020, 12NN	2	Participants	20	Total						No. of Pax	Room Requirement	No. of Rooms	Date	Time	No. of Days	Remarks	30	Function Room	1	20 March 2020	8:00 AM – 5:00 PM	1		No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Other Requirements	30	Complimentary breakfast	-	20-21 March 2020	-		
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30	Lunch	Managed buffet	20 March 2020	Fresh Fruits in season, Rice or Bread with Butter, at least 3 Main courses (seafood or fish, chicken or pork or beef, and vegetables)	
Free-flowing coffee/tea during the duration of activity at the function hall					
II.	<p>Other Requirements:</p> <ul style="list-style-type: none"> • Hotel must be located within less than 7km away from Camp General Emilio Aguinaldo • Must be at least 4-star hotel classified by PTA, DTI or DOT • Hotel must be in business for at least two (2) years • Must have provisions for the elderly, PWDs, pregnant women and children • Must provide free (at least) 10 parking space for participants/facilitators • 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>Payment:</p> <ul style="list-style-type: none"> • Must accept SEND BILL policy as payment for services 				

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	Quantity	Total Price
Provision of hotel/ venue/ accommodation for the conduct of Directorate Conference	1 Lot	
TOTAL PRICE		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 : _____

