

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-0320-003**

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 Property or 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 Lease of Venue and Meals for the conduct of One (1) Day Forum ICOW National Women's Month</b>
<b>Location</b>	: <b>Within Camp General Emilio Aguinaldo</b>
<b>Date</b>	: <b>26 March 2020</b>
<b>Terms of Payment</b>	: <b><u>Send Bill Policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PHP 40,500.00</b>
<b>Fund Source</b>	: <b>HRMDD APB 2020 under GAD Funds</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 11 March 2020**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **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 at **bacsec.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 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 *Calik*

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

**Provision of Lease of Venue and Meals for the conduct of One (1) Day Forum ICOW National Women's Month**

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>PROVISION OF LEASE OF VENUE AND MEAL</b>  <b>Name of Event: One (1) Day Forum ICOW National Women's Month</b>  <b>Location: Within Camp Aguinaldo</b>  <b>Date of Event: 26 March 2020 (8:30 to 5:00 pm)</b></p> <p><b>Meals/ Restaurant Services:</b></p> <table border="1" data-bbox="284 719 1273 1055"> <thead> <tr> <th>No. of Pax</th> <th>Meals/ Snacks</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>45</td> <td>AM Snacks</td> <td>Plated</td> <td>26 March 2020</td> <td>Customized Menu</td> <td>OCD Employees</td> </tr> <tr> <td>45</td> <td>Lunch</td> <td>Managed buffet</td> <td>26 March 2020</td> <td>Customized Menu</td> <td>OCD Employees</td> </tr> <tr> <td>45</td> <td>Meals/ Dinner</td> <td>Plated</td> <td>26 March 2020</td> <td>Customized Menu</td> <td>OCD Employees</td> </tr> </tbody> </table> <p><b>Other Requirements: (as applicable)</b>  <b>Must have internet connection at least 4GB, 30 mbps in the assigned function hall</b>  <b>Provide free drinking water inside the function hall</b>  <b>Venue must be in/ within Camp General Emilio Aguinaldo</b>  <b>Must have provision for elderly, PWDs, pregnant women and children</b>  <b>Must provide free 5 parking space for participants</b></p> <p><b>Conference Room/Function Hall:</b>  <b>Function room to comfortably house 50 pax</b>  <b>Function room set up at least 1 hr before the event</b>  <b>Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) Microphones</b></p> <p><b>Payment:</b>  <b>Must accept Send Bill Policy as payment for services</b></p>	No. of Pax	Meals/ Snacks	Serving Arrangement	Inclusive Date	Menu	Remarks	45	AM Snacks	Plated	26 March 2020	Customized Menu	OCD Employees	45	Lunch	Managed buffet	26 March 2020	Customized Menu	OCD Employees	45	Meals/ Dinner	Plated	26 March 2020	Customized Menu	OCD Employees	
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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	Quantity	Total Price
<b>Provision of Lease of Venue and Meals for the conduct of One (1) Day Forum ICOW National Women's Month</b>	1 Lot	
<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 : \_\_\_\_\_

