

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-0320-007**

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 hotel/ venue/ accommodation for the conduct of Course on Cash Management</b>
<b>Location</b>	: <b>Within Quezon City within 5km away from Camp Aguinaldo</b>
<b>Date</b>	: <b>27 to 30 April 2020</b>
<b>Brief Description</b>	: <b>Meals and Accommodation, Twin-sharing and Single rooms, and must be at least 3-star hotel classified by the PTA, DTI or DOT</b>
<b>Terms of Payment</b>	: <b>Send Bill Policy</b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 244,200.00</b>
<b>Fund Source</b>	: <b>AFMS-HRMDD 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 **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 **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)
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 Course on Cash Management**

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.	<b>ACCOMMODATION AND MEAL</b> <b>Provision of hotel/venue/accommodation for the conduct of event: HRMDD Trainings for the 1<sup>st</sup> semester</b>																																						
	Name of Event: Course on Cash Management																																						
	Location: Quezon City																																						
	Venue/hotel: At least 3-star Hotel																																						
	Inclusive Date: 27 to 30 April 2020																																						
	<b>Room Accommodation:</b>																																						
	<table border="1"> <thead> <tr> <th data-bbox="228 857 323 936">No. of Pax</th> <th data-bbox="323 857 459 936">Room Requirement</th> <th data-bbox="459 857 555 936">No. of Rooms</th> <th data-bbox="555 857 778 936">Check-in date/time</th> <th data-bbox="778 857 986 936">Check-out date/time</th> <th data-bbox="986 857 1082 936">No. of Nights</th> <th data-bbox="1082 857 1289 936">Remarks</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 936 323 1059">36</td> <td data-bbox="323 936 459 1059">Twin-sharing</td> <td data-bbox="459 936 555 1059">18</td> <td data-bbox="555 936 778 1059">27 April 2020, 2PM</td> <td data-bbox="778 936 986 1059">30 April 2020, 12NN</td> <td data-bbox="986 936 1082 1059">3</td> <td data-bbox="1082 936 1289 1059">Participants / guests</td> </tr> <tr> <td data-bbox="228 1059 323 1126">1</td> <td data-bbox="323 1059 459 1126">Single Room</td> <td data-bbox="459 1059 555 1126">1</td> <td data-bbox="555 1059 778 1126">27 April 2020, 2PM</td> <td data-bbox="778 1059 986 1126">30 April 2020, 12NN</td> <td data-bbox="986 1059 1082 1126">3</td> <td data-bbox="1082 1059 1289 1126">Resource Speaker</td> </tr> </tbody> </table>							No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	Remarks	36	Twin-sharing	18	27 April 2020, 2PM	30 April 2020, 12NN	3	Participants / guests	1	Single Room	1	27 April 2020, 2PM	30 April 2020, 12NN	3	Resource Speaker											
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*3*



37	Complimentary breakfast	-	30 April 2020	Choice of pasta, noodles, pastry, cakes or sandwiches with one beverage
	AM Snacks	Plated		
<ul style="list-style-type: none"> <li>• Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel</li> <li>• Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent</li> <li>• Free-flowing coffee/tea during the duration of activity at the function hall</li> </ul> <p><b>Conference Room/Function Hall:</b></p> <ul style="list-style-type: none"> <li>• <b>Function room to comfortably house 40 pax</b></li> <li>• <b>Function room set up a day before event</b></li> <li>• <b>Function room must not be located at the basement of the Hotels</b></li> <li>• <b>No posts/columns that will obstruct the line of sight of participants</b></li> <li>• <b>Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) Wireless Microphones</b></li> <li>• <b>Whiteboard with markers and erasers, pads and pencils</b></li> <li>• <b>With Rostrum and Flag Stand</b></li> <li>• <b>Optional: Room set-up</b></li> </ul> <p><b>II. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Hotel must be located within 5kms away from Camp Aguinaldo</li> <li>• Must be at least 3-star hotel classified by PTA, DTI or DOT</li> <li>• Hotel must be in business for at least two (2) years</li> <li>• Must have provisions for the elderly, PWDs, pregnant women and children</li> <li>• Must provide free 5 parking space for participants/facilitators (1 parking slot to be allotted in front of the hotel)</li> <li>• Must have hot and cold water line/water heater</li> <li>• Must replenish toiletries and towels everyday</li> <li>• Must have TV set, refrigerator and preferably with coffee percolator in the room</li> <li>• PREFERABLY has bidet and hair blower</li> <li>• No "funeral parlor" within 4 km radius from the venue/hotel</li> <li>• Must have stand-by generator set – guaranteed no power supply interruption</li> </ul> <p><b>Payment:</b></p> <ul style="list-style-type: none"> <li>• Must accept <b>SEND BILL</b> policy as payment for services</li> </ul>				

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 hotel/ venue/ accommodation for the conduct of Course on Cash Management</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 : \_\_\_\_\_

