

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-0820-002**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement** in accordance with **Section 53.10 Lease of Real 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 Accommodation and Meals for the Outgoing Emergency Medical Team (EMT) Personnel designated for COVID-19 Quarantine Facility at Rizal Memorial Coliseum (RMC)</b>
<b>Room Type</b>	: <b>Standard Room (1 occupant per room)</b>
<b>Date</b>	: 20 September 2020 – 03 October 2020 (13 nights) 10 October 2020 – 23 October 2020 (13 nights) 30 November 2020 – 12 December 2020 (13 nights) 19 December 2020 – 01 January 2021 (13 nights)
<b>Location</b>	: <b>Within Metro Manila</b>
<b>Mode of Payment</b>	: <b>Progress Billing</b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 2,402,400.00</b>
<b>Fund Source</b>	: <b>OCD QRF 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).

Submission of SEALED QUOTATION is until **12:00 PM on 26 August 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 at **ocdbacsec@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 either upon submission of offer, during evaluation of offer, before issuance of Notice of Award or prior to payment:

1. Valid/Current Mayor's Permit/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 CASIANO C. MONILLA  
Chairperson  
OCD Bids and Awards Committee

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

**Provision of Accommodation and Meals for the Outgoing Emergency Medical Team (EMT) Personnel designated for COVID-19 Quarantine Facility at Rizal Memorial Coliseum (RMC)**

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 Accommodation and Meals for the Outgoing Emergency Medical Team (EMT) Personnel designated for COVID-19 Quarantine Facility at Rizal Memorial Coliseum (RMC)</b></p> <p><b>Room Type: Standard Room (1 occupant per room)</b>  <b>Location: Within Metro Manila</b>  <b>Date: 20 September 2020 – 03 October 2020 (13 nights)</b>  <b>Date: 10 October 2020 – 23 October 2020 (13 nights)</b>  <b>Date: 30 November 2020 – 12 December 2020 (13 nights)</b>  <b>Date: 19 December 2020 – 01 January 2021 (13 nights)</b></p> <p><b>Room Requirements:</b></p> <table border="1" data-bbox="245 869 1337 1160"> <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> </tr> </thead> <tbody> <tr> <td>22</td> <td>Standard Room (1 occupant)</td> <td>22</td> <td>20 September 2020, 2PM</td> <td>03 October 2020, 12NN</td> <td>13</td> </tr> <tr> <td>20</td> <td>Standard Room (1 occupant)</td> <td>20</td> <td>10 October 2020, 2PM</td> <td>23 October 2020, 12NN</td> <td>13</td> </tr> <tr> <td>22</td> <td>Standard Room (1 occupant)</td> <td>22</td> <td>30 November 2020, 2PM</td> <td>12 December 2020, 12NN</td> <td>13</td> </tr> <tr> <td>20</td> <td>Standard Room (1 occupant)</td> <td>20</td> <td>19 December 2020, 2PM</td> <td>01 January 2021, 12NN</td> <td>13</td> </tr> </tbody> </table> <p><b>Meals Requirement</b></p> <table border="1" data-bbox="245 1205 1326 1534"> <thead> <tr> <th>No. of Pax</th> <th>Meals</th> <th>Serving Arrangement</th> <th>Inclusive Dates</th> <th>Menu</th> </tr> </thead> <tbody> <tr> <td rowspan="3">22</td> <td>Breakfast</td> <td rowspan="3">Full Board Meals</td> <td rowspan="3">20 September 2020 – 03 October 2020 30 November 2020 – 12 December 2020</td> <td rowspan="3">Rice, 2 Viands (Meat and Vegetable), fruit/dessert, and bottled water/soda</td> </tr> <tr> <td>Lunch</td> </tr> <tr> <td>Dinner</td> </tr> <tr> <td rowspan="3">20</td> <td>Breakfast</td> <td rowspan="3">Full Board Meals</td> <td rowspan="3">10 October 2020 – 23 October 2020 19 December 2020 – 01 January 2021</td> <td rowspan="3">Rice, 2 Viands (Meat and Vegetable), fruit/dessert, and bottled water/soda</td> </tr> <tr> <td>Lunch</td> </tr> <tr> <td>Dinner</td> </tr> </tbody> </table> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>-Flexible in room accommodation.</li> <li>-With rooms daily cleaned and sanitized.</li> <li>-With regular change of beddings.</li> <li>-With Internet Connection, Air-conditioning, Cable TV, In-Room Safe, 1 Towel, Soap and Shampoo</li> <li>-With hygiene kit and sanitation kit.</li> <li>-With bottled water.</li> <li>-With basic toiletries.</li> <li>-Price includes meals and accommodation</li> <li>-Price inclusive of VAT</li> <li>-All contracts are subject for extension or renewal upon the discretion of the HOPE.</li> </ul>	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	22	Standard Room (1 occupant)	22	20 September 2020, 2PM	03 October 2020, 12NN	13	20	Standard Room (1 occupant)	20	10 October 2020, 2PM	23 October 2020, 12NN	13	22	Standard Room (1 occupant)	22	30 November 2020, 2PM	12 December 2020, 12NN	13	20	Standard Room (1 occupant)	20	19 December 2020, 2PM	01 January 2021, 12NN	13	No. of Pax	Meals	Serving Arrangement	Inclusive Dates	Menu	22	Breakfast	Full Board Meals	20 September 2020 – 03 October 2020 30 November 2020 – 12 December 2020	Rice, 2 Viands (Meat and Vegetable), fruit/dessert, and bottled water/soda	Lunch	Dinner	20	Breakfast	Full Board Meals	10 October 2020 – 23 October 2020 19 December 2020 – 01 January 2021	Rice, 2 Viands (Meat and Vegetable), fruit/dessert, and bottled water/soda	Lunch	Dinner	
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<b>II.</b>	<b>Terms and Conditions:</b> <ul style="list-style-type: none"><li>- Mode of Payment: Progress Billing</li><li>- Fund Source: Chargeable against OCD QRF 2020</li></ul>	
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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**

**Provision of Accommodation and Meals for the Outgoing Emergency Medical Team (EMT) Personnel  
designated for COVID-19 Quarantine Facility at Rizal Memorial Coliseum (RMC)**

**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:

Item	Price Per Unit	Total Price
20 September 2020 – 03 October 2020		
10 October 2020 – 23 October 2020		
30 November 2020 – 12 December 2020		
19 December 2020 – 01 January 2021		
<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 : \_\_\_\_\_