

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0820-004

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 53.2 Emergency Cases** 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 Accommodation for the BCDA and Government Agencies Personnel designated for MOA Arena, Palacio de Manila and Lakeshore Site
Room Type	: Run of House
Bed Type	: Double Occupancy (2 Occupants per room)
Date	: 24 August 2020 – 13 October 2020 (50 nights)
Location	: Within Manila/Pasay/Taguig Area
Mode of Payment	: Progress Billing
ABC (Approved Budget for the Contract)	: PhP 2,080,000.00
Fund Source	: OCD QRF 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).

Submission of QUOTATION is until **10:00 AM on 20 August 2020**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City or thru our email at **ocdbacsec@gmail.com**. 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 **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. Latest Income and Business Tax Return (For ABC Above PHP500,000.00)
3. Omnibus Sworn Statement (For ABC Above PHP500,000.00)

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 for the BCDA and Government Agencies Personnel designated for MOA Arena, Palacio de Manila and Lakeshore Site

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>Provision of Accommodation for the BCDA and Government Agencies Personnel designated for MOA Arena, Palacio de Manila and Lakeshore Site</p> <p>Room Type: Run of House Bed Type: Double Occupancy (2 Occupants per room) Location: Within Manila/Pasay/Taguig Area Date: 24 August 2020 – 13 October 2020 (50 nights)</p> <p>Room Requirements:</p> <table border="1" data-bbox="245 801 1337 913"> <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 align="center">32</td> <td>Double Occupancy (2 Occupants)</td> <td align="center">16</td> <td>24 August 2020, 2PM</td> <td>13 October 2020, 12NN</td> <td align="center">50</td> </tr> </tbody> </table> <p>Other Requirements:</p> <ul style="list-style-type: none"> -Easy access and venue -Flexible in room accommodation. -With rooms daily cleaned and sanitized. -With regular change of beddings. -With internet Access, Air-conditioning, 40" LED Cable TV, In-Room Safe, Towel, Soap and Shampoo. -With basic toiletries. -With bottled water and coffee/ tea. -Price includes accommodation only -Price inclusive of VAT -All contracts are subject for extension or renewal upon the discretion of the HOPE. 	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	32	Double Occupancy (2 Occupants)	16	24 August 2020, 2PM	13 October 2020, 12NN	50	
No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights									
32	Double Occupancy (2 Occupants)	16	24 August 2020, 2PM	13 October 2020, 12NN	50									
II.	<p>Terms and Conditions:</p> <ul style="list-style-type: none"> - Mode of Payment: Progress Billing - Fund Source: Chargeable against OCD QRF 2020 													

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 for the BCDA and Government Agencies Personnel designated for MOA Arena, Palacio de Manila and Lakeshore Site

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
Provision of Accommodation for the BCDA and Government Agencies Personnel designated for MOA Arena, Palacio de Manila and Lakeshore Site		
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 : _____