

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0920-004-A

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 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:

Name of Project	: Provision of Accommodation and Meals for the Outgoing Emergency Medical Team (EMT) Personnel designated for COVID-19 Quarantine Facility at Rizal Memorial Coliseum (RMC)
Room Type	: Standard Room (1 occupant per room)
Date	: 18 September 2020 - 02 October 2020 (14 nights) 08 October 2020 - 22 October 2020 (14 nights) 28 October 2020 - 11 November 2020 (14 nights) 17 November 2020 - 01 December 2020 (14 nights) 07 December 2020 - 21 December 2020 (14 nights)
Location	: Within Pasay and Manila Area
Mode of Payment	: <u>Progress Billing</u>
ABC (Approved Budget for the Contract)	: Php 3,080,000.00
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 15 September 2020**, at the OCD BAC Secretariat Office, 2nd 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 **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 together with the duly accomplished and signed RFQ:

1. Valid/Current Mayor's Permit/Business Permit
2. Latest Income and Business Tax Return
3. PhilGEPS Registration Number

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>Provision of Accommodation and Meals for the Outgoing Emergency Medical Team (EMT) Personnel designated for COVID-19 Quarantine Facility at Rizal Memorial Coliseum (RMC)</p> <p>Room Type: Standard Room (1 occupant per room) Location: Within Pasay and Manila Area Date: 18 September 2020 - 02 October 2020 (14 nights) Date: 08 October 2020 - 22 October 2020 (14 nights) Date: 28 October 2020 - 11 November 2020 (14 nights) Date: 17 November 2020 - 01 December 2020 (14 nights) Date: 07 December 2020 - 21 December 2020 (14 nights)</p> <p>Room Requirements:</p> <table border="1"> <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>20</td> <td>Standard Room (1 occupant)</td> <td>20</td> <td>18 Sept. 2020, 2PM</td> <td>02 Oct. 2020, 12NN</td> <td>14</td> </tr> <tr> <td>20</td> <td>Standard Room (1 occupant)</td> <td>20</td> <td>08 Oct. 2020, 2PM</td> <td>22 Oct. 2020, 12NN</td> <td>14</td> </tr> <tr> <td>20</td> <td>Standard Room (1 occupant)</td> <td>20</td> <td>28 Oct. 2020, 2PM</td> <td>11 Nov. 2020, 12NN</td> <td>14</td> </tr> <tr> <td>20</td> <td>Standard Room (1 occupant)</td> <td>20</td> <td>17 Nov. 2020, 2PM</td> <td>01 Dec. 2020, 12NN</td> <td>14</td> </tr> <tr> <td>20</td> <td>Standard Room (1 occupant)</td> <td>20</td> <td>07 Dec. 2020, 2PM</td> <td>21 Dec. 2020, 12NN</td> <td>14</td> </tr> </tbody> </table> <p>Meals Requirements:</p> <table border="1"> <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">20</td> <td>Breakfast</td> <td rowspan="3">Full Board Meals</td> <td rowspan="3">18 September 2020 - 02 October 2020 08 October 2020 - 22 October 2020 28 October 2020 - 11 November 2020 17 November 2020 - 01 December 2020 07 December 2020 - 21 December 2020</td> <td rowspan="3">Rice, 2 Viands (Fish, Meat and Vegetable), fruit/dessert, and bottled water/soda</td> </tr> <tr> <td>Lunch</td> </tr> <tr> <td>Dinner</td> </tr> </tbody> </table> <p>Other Requirements: -Flexible in room accommodation. -With rooms daily cleaned and sanitized. -With regular change of beddings. -With Internet Connection, Air-conditioning, Cable TV, In-Room Safe, 1 Towel, Soap, Shampoo -With hygiene kit and sanitation kit -With bottled water. -With basic toiletries. -Price includes meals and accommodation -Price inclusive of VAT -All contracts are subject for extension or renewal upon the discretion of the HOPE.</p>	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	20	Standard Room (1 occupant)	20	18 Sept. 2020, 2PM	02 Oct. 2020, 12NN	14	20	Standard Room (1 occupant)	20	08 Oct. 2020, 2PM	22 Oct. 2020, 12NN	14	20	Standard Room (1 occupant)	20	28 Oct. 2020, 2PM	11 Nov. 2020, 12NN	14	20	Standard Room (1 occupant)	20	17 Nov. 2020, 2PM	01 Dec. 2020, 12NN	14	20	Standard Room (1 occupant)	20	07 Dec. 2020, 2PM	21 Dec. 2020, 12NN	14	No. of Pax	Meals	Serving Arrangement	Inclusive Dates	Menu	20	Breakfast	Full Board Meals	18 September 2020 - 02 October 2020 08 October 2020 - 22 October 2020 28 October 2020 - 11 November 2020 17 November 2020 - 01 December 2020 07 December 2020 - 21 December 2020	Rice, 2 Viands (Fish, Meat and Vegetable), fruit/dessert, and bottled water/soda	Lunch	Dinner	
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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 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 Pax	Total Price
18 September 2020 - 02 October 2020 (14 nights)		
08 October 2020 - 22 October 2020 (14 nights)		
28 October 2020 - 11 November 2020 (14 nights)		
17 November 2020 - 01 December 2020 (14 nights)		
07 December 2020 - 21 December 2020 (14 nights)		
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 : _____