



Republic of the Philippines  
**Department Of National Defense**  
**OFFICE OF CIVIL DEFENSE**  
 In Bangsamoro Autonomous Region in Muslim Mindanao  
 Camp BGeneral Gonzalo H Siongco, Awang, Datu Odin Sinsuat, Maguindanao

**EARLY PROCUREMENT - REQUEST FOR QUOTATION (RFQ) No. 2020-002**

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 PhilGEPS Cert. # : \_\_\_\_\_

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 **53.10 Lease of Venue/Property including Accommodation with Meals and Snacks** 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 Activity	Event 1: 3 Day EOC Training for Mga Mindanao on Feb 25-27, 2020  Event 2: 3 Day CBDRM Training Course for Recognized/Volunteer Groups, CSOs, POs, and NGOs of Maguindanao and Lanao del Sur on Feb 18-20, 2020  Event 3: Basic DRRM Training for Urban Poor on March 10, 2020
Brief Description	Provision of Lease of Venue/Property including Accommodation with Meals and Snacks within Cotabato City
Terms of payment	<b>Send bill policy as payment for services</b>
ABC (Approved Budget for the Contract)	<b>685,600.00</b>
Fund Source	APB 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.**

Proponent must submit, together with its quotation "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **08:00AM** on **January 13, 2020** at Camp GH Siongco, Awang, Datu Odin Sinsuat, Maguindanao. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at Telephone Nos. **(064)431-0001 and (064)421-1535** or email at [ocdarmm.main@gmail.com](mailto:ocdarmm.main@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:

- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- 1. Valid and 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-BARMM 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.

**RAYLINDO S ANIÑON**

Regional Director

**Received by:**

\_\_\_\_\_  
 (Signature above Printed Name)

\_\_\_\_\_  
 (Date and Time of Receipt)

\*Kindly fill-out and send back this letter to sender

**ANNEX "A"**

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”

<b>ITEM No.</b>	<b>Specification</b>	<b>Statement of Compliance</b>
<b>Lot</b>	<p>EVENT 1: 3 Day EOC training for Maguindanao on February 25-27 , 2020 good for 56 pax</p> <p>EVENT 2: 3 Day CBDRRM Taining Course for Recognized/ Voluteer Groups, CSOs, POS, and NGOS of Maguindanao and Lanao del Sur on 18-20 Feb 2020 good for 46 pax</p> <p>EVENT 3: Basic DRRM Training for Urban Poor on 10 March 2020 good for 46 pax</p> <p><b>Location</b> : within Cotabto City</p> <p><b>Hotel Accommodation and Venue:</b></p> <p>Hotel should be able to provide twin sharing or triple sharing room</p> <p>Rooms and Venue must be air conditioned and well ventilated</p> <p>Bed sheet, towel and pillow case must be replace daily</p> <p>Daily routine for cleaning rooms and venue</p> <p>Hotel must able to adjust abrupt changes in the number of hotel rooms and conference rooms needed for the event.</p> <p>Hotel must have strong unlimited internet connection both venue and rooms</p> <p><b>EVENT 1</b></p> <p>Check In: February 24 , 2020 , First batch , 6 pax (secretariat and RP) , 2:00pm</p> <p>Check In: February 25 , 2020 , Second batch , 50 pax (participants) , 2:00pm</p> <p>Check out: First batch, Feb 27, 2020</p> <p>Check out: Second batch, Feb 28, 2020</p>	

	<p><b>EVENT 2</b></p> <p>Event 2: Check In: Feb 18, 2020 , 40 pax (secretariat and RP) , 2:00pm</p> <p>Check out: Feb 20 , 2020</p> <p><b>EVENT 3</b></p> <p style="background-color: yellow;">Lease of Venue Only</p> <p><b>MEALS SERVICES</b></p> <p><b>Event 1:</b> Dinner for 5 pax on Feb 24, 2020</p> <p>Feb 25 to 27 , 2020; Full board</p> <p><b>Event 2:</b> Feb 18 to 20, 2020; Full board</p> <p>Must provide water station</p> <p>Strictly NO PORK / HALAL</p> <p>Am and PM Snacks must be served plated</p> <p>With free flowing coffee</p> <p>Good quality of food and maintain a high standard of sanitation</p> <p>Must accept send bill policy</p>	
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I hereby commit to comply with all the above requirements.

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

Complete Name : \_\_\_\_\_

Date : \_\_\_\_\_

**ANNEX "B"**  
**PRICE QUOTATION FORM**

Regional Director  
Office of Civil Defense-BARMM  
Camp GH Siongco, Awang,  
Datu Odin Sinsuat, Maguindanao

**Sir/Madam:**

After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder are our financial proposal for all items identified below:

Item	Unit cost	Total Price
Provision of Lease of Venue/Property including accommodation with meals and snacks		
Event 1 on February 25-27, 2020		
Event 2 on February 18-20, 2020		
Event 3 on March 10, 2019		

TOTAL OFFERED QUOTATION ..... Php \_\_\_\_\_  
AMOUNT IN WORDS: \_\_\_\_\_

**Note: The above quoted prices are VAT Inclusive**

1. We undertake, if our quotation or bid is accepted, to deliver the above goods from receipt of Work Order (WO)/Purchase Order (PO).
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 : \_\_\_\_\_