



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. 2020-003

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: Basic DRRM Training for Youth of Sulu on April 14, 2020 Event 2: Basic DRRM Training for Senior Citizen of Sulu on April 15, 2020 Event 3: Basic DRRM Training for Women of Sulu on April 16, 2020
Brief Description	Provision of Lease of Venue/Property including Accommodation with Meals and Snacks within Sulu Province
Terms of payment	Send bill policy as payment for services
ABC (Approved Budget for the Contract)	Event 1: 70,200 Event 2: 70,200 Event 3: 70,000 Total = 210,600.00
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 20, 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. **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”

ITEM No.	Specification	Statement of Compliance
Lot	<p>EVENT 1: Basic DRRM Training for Youth of Sulu Province on April 14,2020 good for 46 pax</p> <p>EVENT 2: Basic DRRM Training for Senior Citizen of Sulu Province on April 15, 2020 good for 46 pax</p> <p>EVENT 3: Basic DRRM Training for Women of Sulu Province on April 16, 2020 good for 46 pax</p> <p>Location : within Sulu Province</p> <p>Hotel Accommodation and Venue:</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>Event 1 to Event 3</p> <p>Check In: April 13, 2020 , check in of 6 RP and Secretariat</p> <p>Check out: April 17, 2020, 12nn</p> <p>Room type: single or double sharing</p> <p>MEALS SERVICES</p> <p>Dinner for 6 pax (RP and Secretariat) on April 13, 2020</p> <p>Breakfast for 6 pax (RP and Secretariat) on April 17, 2020</p> <p>Breakfast and Dinner for 6 pax (RP and Secretariat) on April 14-16, 2020</p> <p>Event 1 to Event 3 Must served AM snacks, PM snacks and Lunch for 46 pax</p> <p>Must provide water station Strictly NO PORK / HALAL</p> <p>Am and PM Snacks must be served plated</p> <p>With free flowing coffee</p>	

	Good quality of food and maintain a high standard of sanitation Must accept send bill policy	
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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 April 14,2020 (46 pax)		
Event 2 on April 15,2020 (46 pax)		
Event 3 on April 16,2020 (46 pax)		
Event 1 to Event 3		
Meals and Accommodation (April 13-17, 2020)		
Dinner for 6 pax on April 13, 2020		

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 : _____