



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

**REQUEST FOR QUOTATION (RFQ) No. 202-2019**

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 **SECTION 53.10 Lease of Venue / Property including meals and snacks with Accommodations** 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	<b>Basic DRRM for Farmers and Landless Workers on October 23,2019 in Lanao del Sur</b>
Brief Description	Provision of venue, snacks,meals and accommodation
Terms of payment	<b>Send bill policy as payment for services</b>
ABC (Approved Budget for the Contract)	Php 57,600.00
Fund Source	APB 2019

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 September 16,2019** 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)431-0001and (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:

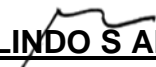
- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- 1.Valid and current Mayor’s Permit/Business Permit
- 2.PhilGEPS Registration Number
- 3.Latest Income and Business Tax Return
- 4.Omnibus Sworn Statement

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"**

**Provision of venue, snacks, meals and accommodation**

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	Unit/s	Statement of Compliance
Lot	<p><b>I. MEALS</b>                      Breakfast, AM, PM Snacks and Lunch</p> <p>a. Provision of meals:</p> <p>Choices of menu with different variety of foods.</p> <p>Breakfast, AM Snacks, Lunch, and PM Snacks                      45 pax</p> <p>b. Others:</p> <p>Breakfast should be packed</p> <p>Lunch preferably assisted buffet</p> <p>Strictly no pork for lunch and snacks (HALAL)</p> <p>Must provide water station</p> <p>AM and PM snacks must be served plated</p> <p>With free flowing coffee</p> <p>Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.</p> <p><b>II.ACCOMMODATION:</b></p> <p>a. Rooms for 6pax</p> <p>Check in date and time:</p> <ul style="list-style-type: none"> <li>- RP and Secretariat: 22 October 2019 at 2 pm</li> </ul> <p>Check out date and time:</p> <ul style="list-style-type: none"> <li>- RP and Secretariat: 24 October 2019 at 12nn</li> </ul> <p>Room type:</p> <p>Double or Triple sharing</p> <p>b. Others:</p> <p>Must be send bill policy</p> <p>Room rates inclusive breakfast</p> <p>Room must be air conditioned and well ventilated</p> <p>Fully furnished, TV with cable, clean toilet with toiletries such as shampoo, conditioner, tissue paper, soap, tooth brush, tooth paste and bath towel</p>		

	<p>With hot and cold shower</p> <p>Hotel must have fire exit and fire extinguisher</p> <p>Bed sheet, pillow case and towel must be replace daily</p> <p>Rooms must be well lighten (day and night)</p> <p>Daily routine for cleaning rooms and venue for training like removal of garbage daily</p> <p><b>II.VENUE:</b></p> <p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p> <p>Has friendly Faculty for the participants/guest</p> <p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, at least 2 microphone, white board and projector</p> <p>Must be in 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	No. of Unit	Unit cost	Total Price
<p><b>II. MEALS</b> Breakfast, AM, PM Snacks and Lunch</p> <p>a. Provision of meals: Choices of menu with different variety of foods. Breakfast, AM Snacks, Lunch, and PM Snacks 45 pax</p> <p>b. Others: Breakfast should be packed Lunch preferably assisted buffet Strictly no pork for lunch and snacks (HALAL) Must provide water station AM and PM snacks must be served plated With free flowing coffee Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.</p> <p><b>II.ACCOMMODATION:</b></p> <p>a. Rooms for 6pax Check in date and time: - RP and Secretariat: 22 October 2019 at 2 pm Check out date and time: - RP and Secretariat: 24 October 2019 at 12nn</p> <p>Room type: Double or Triple sharing</p> <p>b. Others: Must be send bill policy Room rates inclusive breakfast Room must be air conditioned and well ventilated Fully furnished, TV with cable, clean toilet with toiletries such as shampoo, conditioner, tissue paper, soap, tooth brush, tooth paste and bath towel</p>			

<p>With hot and cold shower</p> <p>Hotel must have fire exit and fire extinguisher</p> <p>Bed sheet, pillow case and towel must be replace daily</p> <p>Rooms must be well lighten (day and night)</p> <p>Daily routine for cleaning rooms and venue for training like removal of garbage daily</p> <p><b>II.VENUE:</b></p> <p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p> <p>Has friendly Faculty for the participants/guest</p> <p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, at least 2 microphone, white board and projector</p> <p>Must be in Send Bill Policy</p>			
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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 : \_\_\_\_\_

