



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. 203-2019**

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>Integrated Planning Course on ICS on October 14-18, 2019</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 315,000.00
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 23, 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)431-0001** 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:

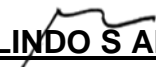
- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

1. Valid and current Mayor’s Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return
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><i>Integrated Planning Course on ICS on October 14-18, 2019.</i></p> <p><b>MEALS, VENUE AND ACCOMMODATION</b></p> <p><b>Specific Requirements:</b></p> <p><b>***MEALS AND ACCOMODATION***</b></p> <p>a. Provision of meals: Choices of menu with different variety of foods.</p> <p>b. Others: Breakfast, Lunch and Dinner 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>Meals and Rooms for 38 pax</p> <p><b>Check in/out date and time:</b></p> <p><b>OCTOBER 13,2019</b></p> <p><b>-Check in time : 2pm (dinner only)</b></p> <p>-Good for 38 pax -Quad sharing for 8 units -Triple Sharing for 2 units</p> <p><b>OCTOBER 14-17,2019</b></p> <p>-38 pax FULL BOARD</p> <p><b>OCTOBER 18,2019</b></p> <p>-Breakfast , AM snacks , Lunch and Pm snacks for 38 pax <b>-Check out:</b> for 30 pax at 12nn -Dinner for 8 pax</p> <p><b>OCTOBER 19,2019</b></p>		

	<p>-Check out time : 12nn</p> <p>-Breakfast for 8 pax</p> <p><b>Others:</b></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 complementary bottled water daily</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>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</p> <p>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 accept send bill policy</p>		
--	--	--	--

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><i>Integrated Planning Course on ICS on October 14-18, 2019.</i></b></p> <p><b>MEALS, VENUE AND ACCOMMODATION</b></p> <p style="color: red;"><b>Specific Requirements:</b></p> <p style="color: blue;"><b>***MEALS AND ACCOMODATION***</b></p> <p>a. Provision of meals: Choices of menu with different variety of foods.</p> <p>b. Others: Breakfast, Lunch and Dinner 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 Meals and Rooms for 38 pax</p> <p><b>Check in/out date and time:</b></p> <p style="color: green;"><b>OCTOBER 13,2019</b></p> <p><b>-Check in time</b> : 2pm (dinner only) -Good for 38 pax -Quad sharing for 8 units -Triple Sharing for 2 units</p> <p style="color: green;"><b>OCTOBER 14-17,2019</b></p> <p>-38 pax FULL BOARD</p> <p style="color: green;"><b>OCTOBER 18,2019</b></p> <p>-Breakfast , AM snacks , Lunch and Pm snacks for 38 pax <b>-Check out:</b> for 30 pax at 12nn -Dinner for 8 pax</p>			

**OCTOBER 19,2019**

-Check out time : 12nn

-Breakfast for 8 pax

**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

With complementary bottled water daily

With hot and cold shower

Hotel must have fire exit and fire extinguisher

Bed sheet, pillow case and towel must be replace daily

Rooms must be well lighten (day and night)

Daily routine for cleaning rooms and venue for training like removal of garbage daily

**VENUE:**

Complete table for participants and catering set-up

Must provide secretariat and registration table

Have sufficient power outlets and extension wires for laptops, printer and other equipment

Well ventilated, air conditioned and adequate lighting with uninterrupted power supply

Conducive for learning

Can accommodate the number of participants

Has friendly

Faculty for the participants/guest

Adequate number of comfort room comfortably located adjacent to the venue

With wifi connection

Free audio system, at least 2 microphone, white board and projector

Must accept send bill policy

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 : \_\_\_\_\_