



DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE - CORDILLERA ADMINISTRATIVE REGION

No. 55 First Road, Quezon Hill, Baguio City, Philippines 2600

REQUEST FOR QUOTATION (RFQ) No. OS-2020-01-001

Company Name : _____
 Address : _____
 PhilGEPS Registration No. : _____

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 Real 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 Hotel/Venue/Accommodation for the conduct of Operations Family Conference
Location	: Within Baguio City
Date of Event	: January 27 to 31, 2020
Brief Description	: Must be at least three (3) star hotel Lease of Venue including meals and hotel accommodation for the conduct of Operations Family Conference
Terms of Payment	: <u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	: Php 409,200.00
Fund Source	: DRRM Fund (OCD APB CY 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.**

Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **5:00 PM, January 08, 2019**, at OCD-CAR, No. 55 First Road, Quezon Hill, Baguio City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD-CAR Bids and Awards Committee Secretariat** at telephone no. **(074) 444-5298 / (074) 619-0986** or email address: **bacsec.ocdcar@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-CAR 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.



ENGR. JOSE IGNACIO V. VALERA
 Chairperson
 OCD-CAR Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Hotel/Venue/Accommodation for the conduct of Operations Family Conference

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.	Unit	Agency Specifications	Statement of Compliance																									
I.	Lot 1	Date of Event: January 27 to 31, 2020																										
II.		Location: Within Baguio City																										
III.		Accommodation and Meals: 1. Must provide the following room arrangements:	<table border="1"> <thead> <tr> <th>Room Requirement</th> <th>No. of Rooms</th> <th>Check-in</th> <th>Check-out</th> <th>No. of Nights</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>4</td> <td>Jan. 27</td> <td>Jan. 31</td> <td>4</td> </tr> <tr> <td>Twin</td> <td>16</td> <td>Jan. 27</td> <td>Jan. 31</td> <td>4</td> </tr> <tr> <td>Twin</td> <td>7</td> <td>Jan. 27</td> <td>Jan. 30</td> <td>3</td> </tr> </tbody> </table>	Room Requirement	No. of Rooms	Check-in	Check-out	No. of Nights	Single	4	Jan. 27	Jan. 31	4	Twin	16	Jan. 27	Jan. 31	4	Twin	7	Jan. 27	Jan. 30	3					
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2. Must have internet connection at least 10mbps in the rooms and assigned function areas of the hotel.																												
3. Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent																												
IV.	Conference Room/Function Hall 1. Function room to comfortably house <u>50</u> pax 2. Function room set up a day before event 3. No posts/column that will obstruct the light of sight of participants 4. Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) Microphones 5. Whiteboard with markers and erasers																											
V.	Meals/Restaurant Services	<table border="1"> <thead> <tr> <th>Meal/Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Other requirements</th> </tr> </thead> <tbody> <tr> <td>AM Snack</td> <td>Plated</td> <td>Jan. 28 to 31</td> <td>Pasta, bread or sandwich</td> <td>No pork ingredient</td> </tr> <tr> <td>Lunch</td> <td>Buffet</td> <td>Jan. 28 to 31</td> <td>3 assorted viands with dessert</td> <td>No pork ingredient</td> </tr> <tr> <td>PM Snack</td> <td>Plated</td> <td>Jan. 27 to 31</td> <td>3 assorted viands with dessert</td> <td>No pork ingredient</td> </tr> <tr> <td>Dinner</td> <td>Buffet</td> <td>Jan. 27 to 31</td> <td>Pasta, bread or sandwich</td> <td>No pork ingredient</td> </tr> </tbody> </table>	Meal/Snack	Serving Arrangement	Inclusive Date	Menu	Other requirements	AM Snack	Plated	Jan. 28 to 31	Pasta, bread or sandwich	No pork ingredient	Lunch	Buffet	Jan. 28 to 31	3 assorted viands with dessert	No pork ingredient	PM Snack	Plated	Jan. 27 to 31	3 assorted viands with dessert	No pork ingredient	Dinner	Buffet	Jan. 27 to 31	Pasta, bread or sandwich	No pork ingredient	
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1. Must have pork-free alternative meals to cater the Muslim guests.																												
2. Free-flowing coffee/tea during the duration of the activity at the function hall																												
3. With complementary breakfast for 28-31 January 2020																												
VI.	Other Requirements 1. Hotel must be located in/ within Baguio City 2. Must be at least 3-star with (amenities required) 3. Must be in business for at least two (2) years. 4. Must be able to adjust to the abrupt changes in the number of hotel rooms needed for the event. 5. Must have provisions for the elderly, PWDs, pregnant women and children 6. Must have hot and cold water line/water heater 7. Must have bidet or pale & dipper 8. Must replenish toiletries and towels everyday 9. PREFERABLY has TV set, refrigerator and coffee percolator in the room																											
VII.	Payment Must accept SEND BILL policy as payment for services.																											

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

BIDS AND AWARDS COMMITTEE
OFFICE OF CIVIL DEFENSE-CAR
No. 55 First Road, Quezon Hill
Baguio 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:

ARTICLE AND DESCRIPTIONS	Cost per pax	Total Price
Provision of Lease of Venue including meals and hotel accommodation for the conduct of Operations Family Conference 1. Date of Event: January 27 to 31, 2020 2. Location: Within Baguio City 3. Function hall good for 50 pax 4. Room requirements: Single and Twin-Sharing 5. Meals Package to include Complimentary Breakfast, AM & PM Snacks, Lunch and Dinner	Php	Php
TOTAL PRICE		

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 within seven (7) calendar days from receipt of Contract.
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 : _____