



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. CBTS-0120-01

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 and Accommodation Services for the Conduct of Contingency Planning Training Course for Local DRRM Officers |
| Location | : | Baguio City or Benguet |
| Date of Event | : | February 18-21, 2020 |
| Type of Accommodation | : | Full board, Twin Sharing or Triple Sharing |
| Brief Description | : | |
| Terms of Payment | : | <u>Send bill policy as payment for services</u> |
| ABC (Approved Budget for the Contract) | : | Php 308,000.00 |
| Fund Source | : | OCD CAR APB CY 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.**

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 24, 2020**, at OCD-CAR, 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:

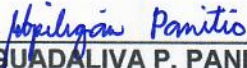
- a. Platinum PhilGEPS Registration only with valid and current annexes

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 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.



GUADALIVA P. PANITIO
Vice Chairperson
OCD-CAR Bids and Awards Committee

ANNEX "A"
Technical Specifications

**Provision of Hotel Venue and Accommodation Services for the Conduct of Contingency Planning
Training Course for Local DRRM Officers**

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. | Agency Specifications for Accommodation and Meals | Statement of Compliance |
|----------|--|-------------------------|
| I. | Date of Event: February 18-21, 2020 | |
| II. | Location: Baguio City or Benguet | |
| III. | Accommodation: 1. Must provide accommodation. Breakdown are as follows: Check-in: February 18, 2020 – 45 participants Check-out: February 21, 2020 – 45 participants 2. Room arrangement must be twin sharing or triple sharing 3. Must have internet connection with speed of 6 to 12 mbps in the rooms and function room. 4. With complimentary breakfast. | |
| IV. | Conference Room and Equipment: 1. Function hall must be spacious and can accommodate at 50 persons 2. Must be inclusive of four (4) wide tables with 10 seats each 3. At least two (2) tables for the facilitators and secretariat 4. With free audio-visual system, at least two (2) wireless microphones, and one (1) White / Projector Screen 5. Continuous water supply and adequate number of clean and functional comfort rooms adjacent to the training venue. 6. Have sufficient power outlets and extension wires 7. Must be appropriate for lecture-type sessions 8. Free wireless internet access within the function hall 9. Proper / Enough light and air ventilation | |
| V. | Meals/Restaurant Services: 1. With variety of foods to choose from. With flowing water and coffee or tea. 2. Must be flexible to dietary requirements and restrictions of the guests 3. All meals preferably assisted buffet. 4. Provision of Meals as follows: - 18 February 2020 (Dinner for 45 pax) - 19 February 2020 Full board (45 pax) - 20 February 2020 Full board (45 pax) - 21 February 2020 (Breakfast, AM Snacks, Lunch, and PM Snacks for 45 pax) | |
| VI. | Other Requirements: 1. Must be located inside Baguio City or Benguet 3. Must be gender sensitive and friendly to persons with disability, elderly, pregnant women and children. 4. With Parking Area. 5. Must be pleasing, aesthetic both inside and outside the hotel 6. Must satisfy the requirements for security and other substantive details to meet the objectives of OCD 7. Must be able to adjust to the abrupt changes in the number of hotel rooms and conference rooms as needed for the event | |
| VII. | <u>Must accept SEND BILL policy as payment for services.</u> | |

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
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 Hotel Venue and Accommodation Services for the Conduct of Contingency Planning Training Course for Local DRRM Officers <ul style="list-style-type: none">• Date of Event: February 18-21, 2020• Location: Within Baguio City or Benguet• Arrangement: Twin Sharing or Triple Sharing• Accommodation: Full Board | Php | Php |

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within seven (7) calendar days from receipt of Contract.
3. 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.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Office Tel. No. and Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Date : _____