



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-0120-02

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, and Meals Services for the Conduct of Basic Incident Command System Training Course for LDRRMOs
Location	: Within or near the Baguio City central business district
Date of Event	: February 4-6, 2020
Type of Accommodation	: Full board, Twin/Triple Sharing
Brief Description	: Hotel must at least be a 3-star hotel with restaurant/catering service
Terms of Payment	: <u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	: Php310,200.00
Fund Source	: OCD-CAR DRRM FUND 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 **12:00 NN, January 22, 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:

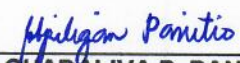
- Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- 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, Accommodation, and Meals Services for the Conduct of Basic Incident Command System Training Course for LDRRMOs

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 4-6, 2020	
II.	Location: Within or near the Baguio City central business district	
III.	<p>Accommodation:</p> <p>1. Must provide Twin Sharing accommodation for training team and secretariat. Breakdown are as follows: Check-in of training team: February 3, 2020 – 7 pax Check-out: February 6, 2020 – 7 pax</p> <p>2. Must provide Twin/Triple Sharing accommodation for participants. Breakdown are as follows: Check-in: February 3, 2020 – 40 pax Check-out: February 6, 2020 – 40 pax</p> <p>3. Rooms must have toilet and bath, and internet connection with speed of 6 to 12 mbps</p> <p>4. With complimentary Buffet Breakfast</p>	
IV.	<p>Activity/Function Room and Equipment:</p> <p>Must provide one well lighted conference/function room big enough for 50-60 pax with the following:</p> <p>a. Four tables with chairs that can seat 10 pax per table for workshop activities b. 2 secretariat tables c. free use of audio-visual equipment (1 lcd projector, projector screen, 3 wireless microphones) d. have adequate electric sockets or extension wires e. have internet connection</p>	
V.	<p>Meals/Restaurant Services</p> <p>1. With variety of foods/menu to choose from. 2. Provides flowing coffee, tea, and water at the function room 3. Must be flexible to dietary requirements and restrictions of the guests 4. Provision of Meals as follows: -03 February 2020: Dinner for 30 Pax -04 February 2020: AM/PM Snacks, Lunch and Dinner for 47 pax -05 February 2020: AM/PM Snacks, Lunch and Dinner for 47 pax -06 February 2020: AM/PM Snacks, and Lunch for 47 pax; and dinner for 17 pax</p>	
VI.	<p>Other Requirements:</p> <p>1. Must be at least a three (3) star hotel located within Baguio City 2. Must have been in the business for a minimum of two years 3. Must be gender sensitive and friendly to persons with disability, elderly, pregnant women and children. 4. Available number of parking slots for at least 10% from the total number of guests. 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</p>	

	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, Accommodation, and Meals Services for the Conduct of Basic Incident Command System Training Course for LDRRMOs <ul style="list-style-type: none">• Date of Event: February 4-6, 2020• Location: Within Baguio City• Arrangement: Twin 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. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Date : _____