



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

2/F AFPSLAI Building, Camp Henry T. Allen, Baguio City, Philippines 2600

**REQUEST FOR QUOTATION (RFQ) No. AFMS-008-02-2020**

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:

<b>Name of Project</b>	: Provision of Venue, Meals Package and Accommodation Services for the Conduct of Synergy Building Activity
<b>Location</b>	: Within Benguet or La Union area
<b>Date of Delivery</b>	: March 20-21, 2020
<b>Brief Description</b>	: Full board, Twin, Triple Sharing or rooms good for four persons
<b>Terms of Payment</b>	: <b><u>Send bill policy as payment for services</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: Php 66,000.00
<b>Fund Source</b>	: <b><u>GASS Fund (OCD CAR APB CY 2020)</u></b>

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 **24 February 2020**, at OCD-CAR, No. 55 1<sup>st</sup> 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 Regional 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 T-Shirt and Printing Services Requirements**

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.	<b>Date of Event:</b> March 20-21, 2020	
II.	<b>Location:</b> Within Benguet or La Union area	
III.	<b>Conference Room and Equipment:</b> 1. Must provide one conference / function room that can accommodate 30 persons with supplies and audio-visual equipment on March 20-21, 2020. 2. Proper light ventilation and air ventilation. All rooms must be air conditioned. 3. Have Four (4) tables with free audio-visual system, at least two (2) wireless microphones, one (1) LCD Projector and one (1) White Screen 4. Continuous water supply and adequate number of clean and functional comfort rooms adjacent to the training venue. 5. Have sufficient power outlets and extension wires 6. Must be appropriate for lecture-type sessions 7. Philippine Flag available	
IV.	<b>Rooms arrangements for 30 participants</b> a) Check-in: March 20, 2020 at 12:00 NN b) Check-out: March 21, 2020 at 12:00 NN a. Full board, Twin, Triple Sharing or rooms good for four persons	
V.	<b>Meals/Restaurant Services:</b> a. March 20, 2020 (Friday): Breakfast, AM Snacks, Lunch, PM Snacks and Dinner for 30 persons b. March 21, 2020 (Saturday): Breakfast, AM Snacks, Lunch, PM Snacks for 30 persons c. All Meals are preferably assisted buffet with free-flowing coffee or tea for the whole duration of the activity.	
VI.	<b>Other Requirements:</b> 1. Must not use plastic plates and utensils. 2. Must be willing to provide table cloths and extra tables and chairs for the event. 3. There must be ready and available paper bags or other biodegradable containers in case there would be unconsumed meals. 4. All equipment and facilities are properly maintained. 5. Free use of extension cords. 6. On call medical personnel in case of emergency. 7. Hotel must accept Send Bill Policy in the payment of services 8. Hotel must be able to adjust to the abrupt change in the number of accommodation and meals needed for the event. 9. Must have parking space for guests.	

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**

**Regional Bids and Awards Committee Secretariat**  
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:

Item	Quantity	Unit	Cost Per Pax	Total Price
Provision of Venue, Meals Package and Accommodation Services for the Conduct of Synergy Building Activity for 30 persons  Location: Within Benguet or La Union area	1	Lot		

**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 (9) 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 : \_\_\_\_\_