



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. PDPS-2019-10-04

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

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake procurement through **Competitive Bidding** in accordance with **Rule IV, Section 10** 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	: 3-day Local DRRM Planning Training Course for Local DRRM Officers in CAR
Location	: Within Baguio City
Date of Event	: November 19 to 21, 2019
Type of Accommodation	: Twin-sharing Accommodation (2 separate beds)
Brief Description	: Hotel Venue, Accommodation and Meals Package for Participants, Guests and Secretariat involved in the conduct of 3-day Local DRRM Planning Training Course for Local DRRM Officers in CAR
Terms of Payment	: Send bill policy as payment for services
ABC (Approved Budget for the Contract)	: Php 316,800.00
Fund Source	: DRRM Fund (OCD CAR 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 **NOVEMBER 04, 2019, 12:00 NN** 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 VALERA
 BAC Secretariat

ANNEX "A"
Technical Specifications

Provision of Hotel Venue and Meal Package for the conduct of the 3-day Local DRRM Planning Training Course for Local DRRM Officers in CAR

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: November 19 to 21, 2019	
II.	Location: Within Baguio City	
III.	Conference Room and Equipment: 1. Must provide one conference/function room that can accommodate maximum of 50 pax with supplies and audio-visual equipment. 2. Must have internet connection with speed of 6 to 12 mbps in all premises of the hotel and function room. 3. Proper light ventilation and air ventilation. All rooms must be air conditioned.	
IV.	Meals/Restaurant Services: 1. AM Snacks, Lunch, PM Snacks and Dinner for 45 persons on November 19 and 20, 2019. 2. AM Snacks, Lunch, and PM Snacks for 45 persons on November 21, 2019 3. For AM and PM Snacks, 1 Drink and 1 Snack. 2. For Lunch and Dinner, 1 Drink 1 Rice, 2 viands (Choices of Beef, Chicken or Pork and vegetables), and 1 dessert. 3. All Meals are preferably assisted buffet with free-flowing coffee for the whole duration of the Activity.	
V.	Accommodation: 1. Twin Room Sharing (2 beds) 2. Twenty-three (23) rooms for Guests, Secretariat and participants: Check-in: November 18, 2019 at 02:00 PM Check-out: November 21, 2019 at 12:00 NN	
VI.	Other Requirements: 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. Hotel must be able to adjust to the abrupt change in the number of hotel meals needed for the event. 6. Must have parking space for guests.	
VII.	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

Regional Bids and Awards Committee Secretariat
OFFICE OF CIVIL DEFENSE-CAR
NO. 55, First Road, Quezon Hill
Baguio City, Philippines 2600

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 Meal Package for the conduct of the 3-day Local DRRM Plan Training Course for Local DRRM Officers of CAR 1. Date of Event: November 19 to 21, 2019 2. Location: Within Baguio City	Php	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 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 : _____