

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Caraga Region

REQUEST FOR QUOTATION (RFQ) No. 2019-11-13

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

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake **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 Lease of Venue including Meals, Snacks and Accommodation for the conduct of: Lot 1: Fourth Quarter RDRRMC Full Council Meeting on December 03, 2019 in Butuan City; Lot 2: OCD Caraga’s Team Building for CY 2019 on December 17-18, 2019 in Butuan City; and Lot 3: OCD Caraga’s Year-end Assessment cum Fellowship Night on December 19-20, 2019 in Butuan City
Location	:	Within Butuan City
Date of Event	:	Lot 1: December 03, 2019 Lot 2: December 17-18, 2019 Lot 3: December 19-20, 2019
Type of Accommodation	:	Applicable for Lot 2 only: Twin Sharing
Number of Participants	:	Lot 1: 70 pax Lot 2: 20 pax Lot 3: 20 pax and 80 pax
Brief Description	:	Provision of Venue, Accommodation Meals and Snacks
Terms of Payment	:	30 working days of processing and <u>must accept send bill policy</u>
ABC (Approved Budget for the Contract)	:	Lot 1: 63,000.00 Lot 2: 62,000.00 Lot 3: 63,000.00 ----- 188,000.00
Fund Source	:	OCD Caraga DRRM Fund for 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 15, 2019 at 1:00 PM**, at the OCD Caraga, 109 T.Calo Extension, Butuan City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **Procurement Unit** at telephone nos. **(085) 341-8629** or email address at **civildefensecaraga@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:

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.


LIZA R. MAZO
Regional Director 

ANNEX "A"
Technical Specifications
Hotel Venue and Meals Services

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."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specification	Statement of Compliance
I.	Date of Event: Lot 1: December 03, 2019 Lot 2: December 17-18, 2019 Lot 3: December 19-20, 2019	
II.	Location and Site Condition: Within Butuan City	
III.	Neighborhood Data <ol style="list-style-type: none"> 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority; 2. Proximity to police and fire stations & hospital; and 3. Strategic location to commercial establishments, ATM banks and Telecommunications service provider 	
IV.	Venue <ol style="list-style-type: none"> 1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both. 2. Functionality of Function Room: conference rooms: use of one (1) air-conditioned function room that can accommodate the above-mentioned number of pax or room for a boardroom with provision for secretariat area* 3. Must not have posts or other obstructions* 	
V.	Room Arrangements: Applicable for Lot 2 only Twin Sharing for 20pax Check in: December 17, 2019 Check out: December 18, 2019	
VI.	Light Ventilation and Air-Conditioning: Proper Light ventilation and air-conditioning units*	
VII.	Space Requirements: Boardroom Type Arrangement* <ul style="list-style-type: none"> - Small table near the projector for Resource Person - Long Table/Registration desk, telephone and extra tables for the secretariat with chairs* - On-call operator for PA systems & on-call waiter* - Free usage of air-conditioned function room, strong internet connection, flip-charts with stands, podium & audio-visual equipment such as LCD projector and with screen and sound system with at least 4 microphones and enough extension cords for events venue and other requirements* 	
VIII.	Facilities: <ol style="list-style-type: none"> 1. Must be gender-sensitive; 2. Pleasing aesthetic both inside and outside the hotel; 3. Daily housekeeping service; (Should be inclusive- PWD, elderly, child, pregnant) 	

	<p>and woman friendly);</p> <ol style="list-style-type: none"> 4. Free parking space for the participants/facilitators; 5. Variety of amenities (free use) such as spa, pool, and stand-by generator set for guaranteed power supply during the entire stay; 6. Continuous water supply and accessible comfort room; 7. Accessible emergency exit and alarm; 8. Standby fire extinguisher and automatic sprinkler; 9. Must provide an internet connection at least 4GB, 30 mbps in the rooms, hotel and function room and drinking water and other basic amenities inside the rooms; 10. Free electrical charge for the use of own equipment's & free use of extension cords. 	
IX.	<p>Other Requirements:</p> <ol style="list-style-type: none"> 1. All equipment and facilities properly maintained 2. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD concerned*. 3. Adequate security service (24/7) 4. Free use of telephone for local calls in function room* 5. Free use of extension cords/wires* 6. On call medical personnel in case of emergency 7. <u>Hotel Must Accept a Send Bill Policy in the payment of services*</u> 8. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event* 9. Must have been in business for a minimum of two (2) years* 	
X.	<p>Catering Services</p> <ol style="list-style-type: none"> 1. Must provide food for the total number of pax per activity; 2. Must provide buffet service with variety of foods to choose from; 3. Must be flexible to the dietary requirements and restrictions of the guests; and 4. Selection of sustainable menu options and international and local cuisine with managed buffet lunch and dinner* <p>Lot 1: Fourth Quarter RDRRMC Full Council Meeting on December 03, 2019 in Butuan City</p> <p>Provision of meals and snacks:</p> <ul style="list-style-type: none"> • 2 Meals and 2 Snacks for 70 pax <p>Lot 2: OCD Caraga's Team Building for CY 2019 on December 17-18, 2019 in Butuan City</p> <p>Provision of meals and accommodation:</p> <p>3 Meals and 2 Snacks with Accommodation on December 17, 2019 2 Meals and 2 Snacks on December 18, 2019</p> <p>Check in : December 17, 2019 Checkout: December 18, 2019</p> <p>Lot 3: OCD Caraga's Year-end Assessment cum Fellowship Night on December 19-20, 2019 in Butuan City</p> <p>2 Meals and 2 Snacks on December 19, 2019 1 Meal and 2 Snacks on December 20, 2019 1 Meal and 1 Snack on December 20, 2019</p>	
XI.	<p>Client's Satisfactory Rating – very satisfactory</p>	

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

The Bids and Awards Committee
OFFICE OF CIVIL DEFENSE
Caraga Region
109 T.Calo Extension, Butuan 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	Quantity	Cost per pax	Total Price
Lot 1: Fourth Quarter RDRRMC Full Council Meeting on December 03, 2019 in Butuan City			
Provision of meals and snacks: <ul style="list-style-type: none">• 2 Meals and 2 Snacks for 70 pax	70 pax		
Lot 2: OCD Caraga's Team Building for CY 2019 on December 17-18, 2019 in Butuan City			
Provision of meals and accommodation:			
3 Meals and 2 Snacks with Accommodation on December 17, 2019	20 pax		
2 Meals and 2 Snacks on December 18, 2019	20 pax		
Check in : December 17, 2019 Checkout: December 18, 2019			
Lot 3: OCD Caraga's Year-end Assessment cum Fellowship Night on December 19-20, 2019 in Butuan City			
2 Meals and 2 Snacks on December 19, 2019	20 pax		
1 Meal and 2 Snacks on December 20, 2019	20 pax		
1 Meal and 1 Snack on December 20, 2019	80 pax		

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 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 : _____