

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. CBTS-0120-002

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 and 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 for the conduct of Contingency Plan Training For NGA
Location	:	In/ within Pasig/ Mandaluyong or Quezon City
Date	:	24-28 February 2020
Brief Description	:	Venue, meals and accommodation, Twin-sharing rooms, and Must be at least 3-star hotel classified by PTA, DTI or DOT
Terms of Payment	:	<u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	:	PhP 427,000.00
Fund Source	:	CBTS Indicative APP for CY 2020 based on NEP



ANNEX "A"
Technical Specifications

Provision of hotel/ venue/ accommodation for the conduct of Contingency Plan Training For NGA

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 Specifications					Statement of Compliance	
I.	Provision of hotel/venue/accommodation for the conduct of: Name of Event: Contingency Plan Training For NGA						
	Inclusive Date: 24-28 February 2020						
	Room Accommodation:						
	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time		No. of Nights
	10	Twin-sharing	5	24 Feb 2020	28 Feb 2020, 12:00 NN		4
	40	Twin-sharing	20	25 Feb 2020	28 Feb 2020, 12:00 NN		3
	50	Total					
	Breakout rooms required: 3 rooms for 8 hours (2 days) with at least 15 person capacity each with projector and sound system						
	Meals/ Restaurant Services:						
	No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu		
10	Dinner	Managed Buffet	24 Feb 2020	Two Viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage			
10	Breakfast	Managed Buffet	25 Feb 2020	-			
50	AM Snacks	Plated	25 Feb 2020	Choice of pasta, noodles, pastry with one beverage			
	Lunch	Managed Buffet		Two Viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage			
	PM Snacks	Plated		Choice of pasta, noodles, pastry with one beverage			
	Dinner	Managed Buffet		Two Viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage			
50	Breakfast	Managed Buffet	26-27 Feb 2020	-			




50	AM Snacks	Plated	26-27 Feb 2020	Choice of pasta, noodles, pastry with one beverage	
	Lunch	Managed Buffet		Two Viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage	
	PM Snacks	Plated		Choice of pasta, noodles, pastry with one beverage	
	Dinner	Managed Buffet		Two Viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage	
	50	Breakfast	Managed Buffet	28 Feb 2020	-
		AM Snacks	Plated		Choice of pasta, noodles, pastry with one beverage
		Lunch	Managed Buffet		Two Viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage
		PM Snacks	Plated		Choice of pasta, noodles, pastry with one beverage
iii.	<p>General Requirements:</p> <ul style="list-style-type: none"> • Hotel must be located in/ within Pasig/ Mandaluyong or Quezon City • Must be at least 3-star hotel classified by PTA, DTI or DOT and must be near hospital (within 5km radius) • Must be in business for at least two (2) years • Must have provisions for the elderly, PWDs, pregnant women and children • Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel • Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent <p>Conference Room/Function Hall:</p> <ul style="list-style-type: none"> • Function room to comfortably house 50 pax • Function room set up a day before event • Room set-up type as preferred by the End-user • No posts/columns that will obstruct the line of sight of participants • Must provide AV equipment such as LCD projector per room, flat screen/projector screen, sound system, with at least three (3) Microphones • Whiteboard with markers and erasers • Free-flowing coffee/tea during the duration of activity at the function hall <p>Other Requirements:</p> <ul style="list-style-type: none"> • Must provide free parking space for participants/facilitators • Must have hot and cold water line/water heater • Must replenish toiletries and towels everyday • Preferably with TV set, refrigerator and coffee percolator in the room • Preferably with bidet and hair blower • Hotel must allow flexibility on dietary requirements of guests with special meal requirements • Not adjacent to a "funeral parlor" 				

Payment: <ul style="list-style-type: none">• Must accept SEND BILL policy as payment for services	
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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
Camp Gen. Emilio Aguinaldo, Quezon 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	Total Price
Provision of hotel/ venue/ accommodation for the conduct of Contingency Plan Training For NGA	Lot 1	PHP
TOTAL PRICE		PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

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 : _____

