

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

REQUEST FOR QUOTATION (RFQ) No. CBTS-0220-002-A

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 ARDEX-20 Referees Training |
| Location | : In/ within Cities of Quezon City, Pasig, Mandaluyong, San Juan, Pasay or Manila |
| Date | : 08 to 13 March 2020 |
| Brief Description | : Venue, meals and accommodation, Twin-sharing rooms and Single 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 625,300.00 |
| Fund Source | : CBTS APB 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.** Submission of SEALED QUOTATION is extended up to **10:00 AM on 27 February 2020**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **ocdbacsec@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/Current Mayor's Permit/Business Permit (or Official Receipt of Renewal Application with the Expired 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.


ASEC KRISTOFFER JAMES E. PURISIMA
Chairperson
OCD Bids and Awards Committee 

ANNEX "A"
Technical Specifications

Provision of hotel/ venue/ accommodation for the conduct of ARDEX-20 Referees Training

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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|--|---------------------|----------------------|---|---------------|-------------------------|------------------|---------------------|--------------------|-----------------------|---------------|-----------|--------|-------------|--|-----------------------|----------------|---|--------------|----|----------------------|-----------------------|---|----|--------------|----|----------------------|-----------------------|---|----|--------------|--|--|--|--|--|
| | <p>Provision of hotel/venue/accommodation for the conduct of: Name of Event: ARDEX-20 Referees Training Date: 08 to 13 March 2020</p> <p>General Requirements:</p> <ul style="list-style-type: none"> Hotel must be located in/ within Cities of Quezon City, Pasig, Mandaluyong, San Juan, Pasay or Manila Must be at least 3-star hotel classified by PTA, DTI or DOT <p>Conference Room/Function Hall:</p> <ul style="list-style-type: none"> Air-conditioned Function room at least 150 sqm on 10 to 13 March 2020 Function room set up a day before event Room set-up type: cluster set-up for 10 pax per table 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 Five (5) Microphones during the plenary session 4 Whiteboard with markers and erasers Additional Requirement: 2 Break-out rooms good for 20 to 30 pax for 2 days with projector and sound system. (10 to 11 March 2020) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. | <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Room Requirement</th> <th>No. of Rooms</th> <th>Check-in date/time</th> <th>Check-out date/time</th> <th>No. of Nights</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Single</td> <td>2</td> <td>09 Mar 2020, 2:00 PM</td> <td>12 Mar 2020, 12:00 NN</td> <td>3</td> </tr> <tr> <td>24</td> <td>Twin-sharing</td> <td>12</td> <td>09 Mar 2020, 2:00 PM</td> <td>12 Mar 2020, 12:00 NN</td> <td>3</td> </tr> <tr> <td>50</td> <td>Twin-sharing</td> <td>25</td> <td>10 Mar 2020, 2:00 PM</td> <td>12 Mar 2020, 12:00 NN</td> <td>2</td> </tr> <tr> <td>76</td> <td colspan="5" style="text-align: center;">Total</td> </tr> </tbody> </table> | | | | | No. of Pax | Room Requirement | No. of Rooms | Check-in date/time | Check-out date/time | No. of Nights | 2 | Single | 2 | 09 Mar 2020, 2:00 PM | 12 Mar 2020, 12:00 NN | 3 | 24 | Twin-sharing | 12 | 09 Mar 2020, 2:00 PM | 12 Mar 2020, 12:00 NN | 3 | 50 | Twin-sharing | 25 | 10 Mar 2020, 2:00 PM | 12 Mar 2020, 12:00 NN | 2 | 76 | Total | | | | | |
| No. of Pax | Room Requirement | No. of Rooms | Check-in date/time | Check-out date/time | No. of Nights | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 76 | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| No. of Pax | Meal / Snack | Serving Arrangement | Inclusive Date | Menu (Non-Pork/Halal) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | PM Snacks | Plated | 09 Mar 2020 | Choice of pasta, noodles, pastry with one beverage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Dinner | Managed Buffet | | Salad bar, two main courses (choice of chicken, seafood, beef) with side dish and dessert, one beverage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | |
|---|--------------------------|----------------|-------------------|--|
| 26 | Complimentary breakfast | Managed Buffet | 10 Mar 2020 | - |
| 86 | AM Snacks | Plated | 10 Mar 2020 | Choice of pasta, noodles, pastry with one beverage |
| | Lunch | Managed Buffet | | Salad bar, choice of chicken, seafood, and beef with side dish and dessert, one beverage |
| | PM Snacks | Plated | | Choice of pasta, noodles, pastry with one beverage |
| | Dinner | Managed Buffet | | Salad bar, choice of chicken, seafood, and beef with side dish and dessert, one beverage |
| 76 | Complimentary breakfast | Managed Buffet | 11 Mar 2020 | - |
| 86 | AM Snacks | Plated | 11 Mar 2020 | Choice of pasta, noodles, pastry with one beverage |
| | Lunch | Managed Buffet | | Salad bar, choice of chicken, seafood, and beef with side dish and dessert, one beverage |
| | PM Snacks | Plated | | Choice of pasta, noodles, pastry with one beverage |
| | Dinner | Managed Buffet | | Salad bar, choice of chicken, seafood, and beef with side dish and dessert, one beverage |
| 76 | Complimentary breakfast | Managed Buffet | 12 Mar 2020 | - |
| 86 | AM Snacks | Plated | 12 Mar 2020 | Choice of pasta, noodles, pastry with one beverage |
| | Lunch | Managed Buffet | | Salad bar, choice of chicken, seafood, and beef with side dish and dessert, one beverage |
| | PM Snacks | Plated | | Choice of pasta, noodles, pastry with one beverage |
| Meals/ Restaurant Services: (packed meals) | | | | |
| 10 | Lunch, Dinner | Packed | 08 Mar 2020 | One main course with side dish and dessert, bottled water |
| 10 | Breakfast, lunch, Dinner | Packed | 09 to 13 Mar 2020 | One main course with side dish and dessert, bottled water |

| | | |
|--|---|--|
| | <p>Other Requirements:</p> <ul style="list-style-type: none"> • Must have provision for the elderly, PWDs, pregnant women and children • Wi-fi Access • Sign Stands • Engineering Services <p>Payment: Must accept SEND BILL policy as payment for services Payment will be processed upon completion of each activity and receipt of Statement of Accounts</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
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 ARDEX-20 Referees Training | 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 : _____

