

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

REQUEST FOR QUOTATION (RFQ) No. CBTS-0320-001

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 BICS-ARDEX Orientation
Location	:	In/ within Cities of Quezon City or Pasig or Mandaluyong
Date	:	23 to 27 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 351,700.00
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 **12:00 Noon on 11 March 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 BICS-ARDEX Orientation

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: BICS-ARDEX Orientation						
	Inclusive Dates: 23 to 27 March 2020						
	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time		No. of Nights
	10	Twin-sharing	5	23 Mar 2020, 2:00 PM	27 Mar 2020, 12:00 NN		4
	1	Single	1	23 Mar 2020, 2:00 PM	27 Mar 2020, 12:00 NN		
	40	Twin-sharing	20	24 Mar 2020, 2:00 PM	27 Mar 2020, 12:00 NN		3
	51	Total					
	No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu (Non-Pork/Halal)		
	11	Dinner	Managed Buffet	23 Mar 2020	Two Viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage)		
	51	Complimentary breakfast	Managed Buffet	24 to 27 Mar 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		
		Dinner	Managed Buffet	24 to 26 Mar 2020	Two Viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage)		
General Requirements:							
<ul style="list-style-type: none"> • Hotel must be located in/ within Cities of Quezon City or Pasig or Mandaluyong • 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 provision for the elderly, PWDs, pregnant women and children 							

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Conference Room/Function Hall:

- Air-conditioned Function room at least 130 sqm
- 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 four (4) Microphones during the plenary session
- Whiteboard with markers and erasers
- Free-flowing coffee/tea during the duration of activity at the function hall

Other Requirements:

- 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
- Must provide colored Welcome tarpaulin size 3x5 ft., design to be coordinated with the OCD project end-user
- Must provide free parking space for participants/facilitators
- Must have hot and cold water line/water heater
- Must replenish toiletries and towels everyday
- Must have TV set, refrigerator and coffee percolator in the room
- Must have bidet and hair blower
- Hotel must allow flexibility on dietary requirements of guests with special meal requirements
- No "funeral parlor" within 1 km radius from the venue/hotel

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

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 BICS-ARDEX Orientation	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 : _____

