

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

REQUEST FOR QUOTATION (RFQ) No. CBTS-1219-002 (EPA)

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

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Early Procurement through 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 for Meals, Venue and Accommodation for the conduct of ARDEX-20 Final Planning Meeting
Location	: In/ within cities of Manila or Pasay
Date	: 13 to 18 January 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	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PhP 411,800.00
Fund Source	: CBTS Indicative APP for CY 2020 based on NEP

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.**

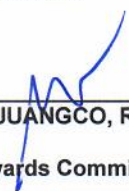
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of SEALED QUOTATION is extended up to **10:00 AM on 27 December 2019**, 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 **atbacsec.oecd@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
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.



DIR. SUSANA G. JUANGCO, RN, MPH
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications
REQUEST FOR QUOTATION (RFQ) No. CBTS-1219-002 (EPA)

Provision for Meals, Venue and Accommodation for the conduct of ARDEX-20 Final Planning Meeting

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.	<p>Provision of hotel/venue/accommodation for the conduct of: Name of Event: ARDEX-20 Final Planning Meeting Date: 13 to 18 January 2020</p> <p>General Requirements:</p> <ul style="list-style-type: none"> • Hotel must be located in/ within Cities of 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 130 sqm on 14 to 17 January 2020 • Function room set up a day before event • Room set-up type: 4 cluster set-up for 10 pax plus secretariat area • 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 • Must provide a separate meal area • 4 Whiteboard with markers and erasers <p>Additional Requirement: 3 Break-out rooms good for 10 pax for 2 days (8 hours/ days) with projector on 15 to 17 January 2020</p> <p>Room Accommodation:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No. of Pax</th> <th style="text-align: center;">Room Requirement</th> <th style="text-align: center;">No. of Rooms</th> <th style="text-align: center;">Check-in date/time</th> <th style="text-align: center;">Check-out date/time</th> <th style="text-align: center;">No. of Nights</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">20</td> <td style="text-align: center;">Twin-sharing</td> <td style="text-align: center;">10</td> <td style="text-align: center;">14 Jan 2020, 2:00 PM</td> <td style="text-align: center;">17 Jan 2020, 12:00 NN</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Single</td> <td style="text-align: center;">4</td> <td style="text-align: center;">14 Jan 2020, 2:00 PM</td> <td style="text-align: center;">17 Jan 2020, 12:00 NN</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">24</td> <td colspan="5" style="text-align: center;">Total</td> </tr> </tbody> </table> <p>Meals/ Restaurant Services:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No. of Pax</th> <th style="text-align: center;">Meal / Snack</th> <th style="text-align: center;">Serving Arrangement</th> <th style="text-align: center;">Inclusive Date</th> <th style="text-align: center;">Menu (Non-Pork/Halal)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">46</td> <td style="text-align: center;">PM Snacks</td> <td style="text-align: center;">Plated</td> <td style="text-align: center;">14 Jan 2020</td> <td style="text-align: center;">Choice of pasta, noodles, pastry or Filipino delicacies with one beverage</td> </tr> <tr> <td></td> <td style="text-align: center;">Dinner (Day 0)</td> <td style="text-align: center;">Managed Buffet</td> <td style="text-align: center;">14 Jan 2020</td> <td style="text-align: center;">Salad bar, two main course (choice of chicken, seafood, beef) with side</td> </tr> </tbody> </table>	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	20	Twin-sharing	10	14 Jan 2020, 2:00 PM	17 Jan 2020, 12:00 NN	3	4	Single	4	14 Jan 2020, 2:00 PM	17 Jan 2020, 12:00 NN	3	24	Total					No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu (Non-Pork/Halal)	46	PM Snacks	Plated	14 Jan 2020	Choice of pasta, noodles, pastry or Filipino delicacies with one beverage		Dinner (Day 0)	Managed Buffet	14 Jan 2020	Salad bar, two main course (choice of chicken, seafood, beef) with side	
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	Complimentary breakfast	Managed buffet	15 to 17 Jan 2020	-
46	AM Snacks	Plated	15 to 17 Jan 2020	Choice of pasta, noodles, pastry or Filipino delicacies with one beverage
	Lunch	Managed buffet	15 to 17 Jan 2020	Salad bar, two main course (choice of chicken, seafood, beef) with side dish and dessert, one beverage
	PM Snacks	Plated	15 to 17 Jan 2020	Choice of pasta, noodles, pastry or Filipino delicacies with one beverage
	Dinner	Managed Buffet	15 to 16 Jan 2020	Salad bar, two main course (choice of chicken, seafood, beef) with side dish and dessert, one beverage
22	Dinner	Managed Buffet	17 Jan 2020	Salad bar, two main course (choice of chicken, seafood, beef) with side dish and dessert, one beverage
30	Lunch, Dinner	Packed	13 Jan 2020	One main course with side dish and dessert, bottled water
10	Breakfast, lunch, Dinner	Packed	14 to 18 Jan 2020	One main course with side dish and dessert, bottled water
50	Welcome Dinner/ Socials	Managed buffet	15 Jan 2020	Mixed of Filipino snacks (from Luzon, Visayas and Mindanao) kakain and dessert. Mixed of Wine, Lambanog and various Filipino drinks
III.	<p>Other Requirements:</p> <ul style="list-style-type: none"> • Must have provisions for the elderly, PWDs, pregnant women and children • Must provide at least 15 guaranteed free parking space for participants/training team • 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 • Must be located near hospital (within 5 km radius) • Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel • Provide free bottled drinking water per participant inside the room (to be replenished daily) or its equivalent 			

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	<ul style="list-style-type: none"> • Hotel must allow flexibility on dietary requirements of guests with special meal requirements; Free-flowing coffee/tea during the duration of activity at the function hall <p>Payment:</p> <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
REQUEST FOR QUOTATION (RFQ) No. CBTS-1219-001 (EPA)

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 for Meals, Venue and Accommodation for the conduct of ARDEX-20 Final Planning Meeting	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 : _____

