



Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

2/F and 3/F Ed Fabro Building, Pagdalagan, San Fernando City, La Union

Date: FEB 10 2020
PR Ref No: 2020-02-018
Quotation No: 2020-02-015

Company Name : _____
Address : _____
Tel. No./Fax No. : _____
E-mail Address : _____
Business Permit No. : _____
TIN : _____ vat non-vat
PhilGEPS Registration # : _____

REQUEST FOR QUOTATION

The Office of Civil Defense Regional Office 1 will undertake an **Alternative Method of Procurement** through **Negotiated Mode of 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 request submission of a price quotation for the subject below:

Name of Project	: Provision of Lease of Venue including Meals and Accommodation for the conduct of Cascading/Roll out of OCD GPB 2020 Back to Back HR Conference
Brief Description	: Provision of venue, meals and accommodation good for fifty (50) pax on February 23-29, 2020 for the conduct of Cascading/Roll out of OCD GPB 2020 Back to Back HR Conference
Terms of payment	: <u>Send Bill Policy</u> : Within 30 working days upon submission of request documents i.e. delivery receipt and sales invoice or billing statement and certificate of acceptance
Approved Budget for the Contract (ABC)	: ₱660,000.00
Funding Source	: GASS 2020 – HRMDD GAD Fund

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)” (under prescribed form). Non-submission shall automatically be disqualified.** Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative not later than **09:00 AM on FEB 17 2020** at the 2F Ed Fabro Building, Pagdalagan, City of San Fernando, La Union. For any clarifications, you may contact us at telephone no. **(072) 607-6528** or email address at **region1@ocd.gov.ph**. **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. Platinum PHILGEPS Registration only with valid and current annexes
2. For Red Membership:
 - a. Valid and current Mayor's/ Business Permit
 - b. PHILGEPS Registration Number
 - c. Latest Income/ Business Tax Returns
 - d. SEC Registration or DTI Certificate

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 of 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 to open to it.

The OCD RO1 reserves the right to accept or reject any or all bid, 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.



AIREEN L. FUCLAN

Chairperson, Regional Bids and Awards Committee (BAC)

Received by:

Signature above printed name: _____

Date and time of Receipt: _____

ANNEX “A”
Technical Specifications

**Provision of Lease of Venue including Meals and Accommodation for the conduct of
Cascading/Roll out of OCD GPB 2020 Back to Back HR Conference**

Bidders must state either “**Comply**” or “**Not Comply**” or state **any equivalent term** in the column “Statement of Compliance” against each of the individual parameters of each “Specification.”

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
I.	<p>Name of Event: <u>Cascading/Roll out of OCD GPB 2020 Back to Back HR Conference</u></p> <p>Location: <u>Within the province of La Union</u></p> <p>Hotel/ Venue:</p> <ol style="list-style-type: none"> 1. Room Accommodation <ol style="list-style-type: none"> a. Room Requirement: <ol style="list-style-type: none"> i. <u>Twenty-four (24) twin-sharing rooms</u> good for forty-eight (48) pax ii. <u>Two (2) single occupancy rooms</u> good for two (2) secretariat/ facilitator b. Check-in: 23 February 2020, 2 PM c. Check-out: 29 February 2020, 12 NN 2. Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel 3. Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent <p>Function Hall:</p> <ol style="list-style-type: none"> 1. Function rooms to comfortably house <u>50 pax</u> from February 24-28, 2020 2. Function room set up a day before event 3. Room set-up type: classroom and/or conference 4. Two (2) tables for secretariat 5. No posts/columns/pillars that will obstruct the line of sight of participants 6. Must provide audio-video (AV) equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) Microphones 7. Whiteboard with markers and erasers <p>Meals/ Restaurant Services:</p> <ol style="list-style-type: none"> 1. Meal/ Snack <ol style="list-style-type: none"> a. Dinner <ol style="list-style-type: none"> i. Inclusive Dates: <u>23-28 February, 2020</u> ii. No. of Pax: <u>Fifty (50)</u> iii. Serving Arrangement: <u>Managed Buffet</u> iv. Menu: <u>Fresh fruits in season, Rice or Bread with butter, at least 3 main courses (seafood, fish, chicken or pork or beef and vegetables)</u> b. Breakfast <ol style="list-style-type: none"> i. Inclusive Dates: <u>24-29 February, 2020</u> ii. No. of Pax: <u>Fifty (50)</u> iii. Serving Arrangement: <u>Managed Buffet</u> iv. Menu: <u>Fresh fruits in season, Rice or Bread with butter, at least 3 main courses (seafood, fish, chicken or pork or beef and vegetables)</u> c. AM Snack and PM Snack 	

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
	i. Inclusive Dates: <u>24-28 February, 2020</u> ii. No. of Pax: <u>Fifty (50)</u> iii. Serving Arrangement: <u>Plated</u> iv. Menu: <u>Choice of pasta, noodles, pastry with one beverage</u> d. Lunch i. Inclusive Dates: <u>24-28 February, 2020</u> ii. No. of Pax: <u>Fifty (50)</u> iii. Serving Arrangement: <u>Managed Buffet</u> iv. Menu: <u>Fresh fruits in season, Rice or Bread with butter, at least 3 main courses (seafood, fish, chicken or pork or beef and vegetables</u> 2. Free-flow of hot beverage with choices of coffee and tea during the duration of activity at the function hall	
II.	Other Requirements: 1. Must be at least 3-star hotel classified by Philippine Tourism Authority (PTA), Department of Trade and Industry (DTI) or Department of Tourism (DOT) 2. Must be in business for at least two (2) years 3. Must have provisions for the elderly, PWDs, pregnant women and children 4. Must provide free parking space for vehicles of participants/facilitators 5. Must have hot and cold water line/water heater 6. Must replenish toiletries and towels everyday 7. PREFERABLY has TV set, refrigerator and coffee percolator in the room 8. PREFERABLY has bidet and hair blower 9. No funeral parlor within 4 KM radius	
III.	Payment: Must accept <u>SEND BILL policy</u> as payment for services	

I hereby commit to comply with all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

ANNEX "B"
Price Quotation Form

Date: _____

AIREEN L. FUCLAN

Chairperson, Regional Bids and Awards Committee
Office of Civil Defense Region 1
2nd & 3rd Floor, Ed Fabro Building, Pagdalagan
City of San Fernando, La Union

Ma'am:

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:

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
<p>Provision of Lease of Venue including Meals and Accommodation for the conduct of Cascading/Roll out of OCD GPB 2020 Back to Back HR Conference</p> <p>Name of Event: <u>Cascading/Roll out of OCD GPB 2020 Back to Back HR Conference</u></p> <p>Location: <u>Within the province of La Union</u></p> <p>Hotel/ Venue:</p> <ol style="list-style-type: none"> 1. Room Accommodation <ol style="list-style-type: none"> a. Room Requirement: <ol style="list-style-type: none"> i. <u>Twenty-four (24) twin-sharing rooms</u> good for forty-eight (48) pax ii. <u>Two (2) single occupancy rooms</u> good for two (2) secretariat/ facilitator b. Check-in: 23 February 2020, 2 PM c. Check-out: 29 February 2020, 12 NN 2. Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel 3. Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent <p>Function Hall:</p> <ol style="list-style-type: none"> 1. Function rooms to comfortably house <u>50 pax</u> from February 24-28, 2020 2. Function room set up a day before event 3. Room set-up type: classroom and/or conference 4. Two (2) tables for secretariat 5. No posts/columns/pillars that will obstruct the line of sight of participants 6. Must provide audio-video (AV) equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) Microphones 7. Whiteboard with markers and erasers 	1 Lot		

<p>Meals/ Restaurant Services:</p> <ol style="list-style-type: none"> 1. Meal/ Snack <ol style="list-style-type: none"> a. Dinner <ol style="list-style-type: none"> i. Inclusive Dates: <u>23-28 February, 2020</u> ii. No. of Pax: <u>Fifty (50)</u> iii. Serving Arrangement: <u>Managed Buffet</u> iv. Menu: <u>Fresh fruits in season, Rice or Bread with butter, at least 3 main courses (seafood, fish, chicken or pork or beef and vegetables)</u> b. Breakfast <ol style="list-style-type: none"> i. Inclusive Dates: <u>24-29 February, 2020</u> ii. No. of Pax: <u>Fifty (50)</u> iii. Serving Arrangement: <u>Managed Buffet</u> iv. Menu: <u>Fresh fruits in season, Rice or Bread with butter, at least 3 main courses (seafood, fish, chicken or pork or beef and vegetables)</u> c. AM Snack and PM Snack <ol style="list-style-type: none"> i. Inclusive Dates: <u>24-28 February, 2020</u> ii. No. of Pax: <u>Fifty (50)</u> iii. Serving Arrangement: <u>Plated</u> iv. Menu: <u>Choice of pasta, noodles, pastry with one beverage</u> d. Lunch <ol style="list-style-type: none"> i. Inclusive Dates: <u>24-28 February, 2020</u> ii. No. of Pax: <u>Fifty (50)</u> iii. Serving Arrangement: <u>Managed Buffet</u> iv. Menu: <u>Fresh fruits in season, Rice or Bread with butter, at least 3 main courses (seafood, fish, chicken or pork or beef and vegetables)</u> 2. Free-flow of hot beverage with choices of coffee and tea during the duration of activity at the function hall <p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Must be at least 3-star hotel classified by Philippine Tourism Authority (PTA), Department of Trade and Industry (DTI) or Department of Tourism (DOT) 2. Must be in business for at least two (2) years 3. Must have provisions for the elderly, PWDs, pregnant women and children 4. Must provide free parking space for vehicles of participants/facilitators 5. Must have hot and cold water line/water heater 6. Must replenish toiletries and towels everyday 7. PREFERABLY has TV set, refrigerator and coffee percolator in the room 8. PREFERABLY has bidet and hair blower 9. No funeral parlor within 4 KM radius <p>Payment: Must accept <u>SEND BILL policy</u> as payment for services</p>			
--	--	--	--

TOTAL OFFERED QUOTATION..... Php _____

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 Fifteen (15) calendar days from receipt of Work Order (WO)/Purchase Order (PO).

3. 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.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____