



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: 27 November 2019
PR Ref No: PR-2019-11-0212
Quotation No: RFQ-2019-11-0198

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 Turnover cum Retirement Program for Director Melchito M. Castro
Brief Description	: Provision of venue including meals good for 100 pax on December 4, 2019 and accommodation including meals good for 20 pax to check-in on December 4, 2019 and check-out on December 5, 2019
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)	: ₱90,000.00
Funding Source	: HRMDD APB Fund 2019

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 02 December 2019** 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.**

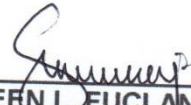
Interested supplier/service provider is required to submit the following documents:

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 Turnover cum Retirement Program for Director Melchito M. Castro

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	Availability: December 4, 2019	
II	Location: 1. Within La Union	
III	Conference Room/ Function Hall: 1. Function rooms to comfortably house 100 pax 2. Function room set-up a day before the event 3. Room set-up: Round table or classroom or conference <u>with flower arrangements and decorations</u> 4. No posts/ columns/ pillars that will obstruct the line of sight of participants 5. Must provide audio-video equipment such as LCD Projector, flat screen or projector screen, sound system, with at least three (3) Microphones	
IV	Venue/ Hotel: 1. Room Arrangement: a. <u>Four (4)</u> air-conditioned <u>quad-sharing</u> rooms good for 16 pax b. <u>Four (4)</u> air-conditioned <u>single rooms</u> good for four (4) pax 2. Inclusive Date/s: a. Check-in: December 4, 2019 b. Check-out Date: December 5, 2019 3. Room rates must include <u>complimentary breakfast</u>	
V	Meals/ Restaurant Services: 1. December 4, 2019 a. Lunch i. Menu: Choice of vegetable, beef/pork, fish/chicken, with soup and dessert, one beverage ii. Serving Arrangement: Plated iii. No. of Pax: 20 b. PM Snack: i. Menu: Choice of pasta, noodles, pastry with one beverage ii. Serving Arrangement: Plated iii. No. of Pax: 100 c. Dinner: i. Menu: Choice of vegetable, beef/pork, fish/chicken, with soup and dessert, one beverage ii. Serving Arrangement: Managed buffet iii. No. of Pax: 100 d. Free-flowing brewed coffee and tea during the duration of activity at the function hall 2. December 5, 2019 a. Complimentary breakfast good for 20 pax	
VI	Other Requirements: 1. Hotel must be located in/ within La Union 2. Must be at least a 3-star hotel classified by Philippine Tourism Authority (PTA), Department of Trade and Industry (DTI) or Department of Tourism (DOT) 3. Must be in business for at least two (2) years	

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
	4. Must have provisions for the elderly, Persons' with Disabilities (PWDs), pregnant women and children 5. Must provide free parking space for 10 vehicles of secretaries/ participants 6. Must have hot and cold water line/water heater 7. Must replenish toiletries and towels everyday	
VII	Payment: Must accept SEND BILL policy 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 Turnover cum Retirement Program for Director Melchito M. Castro</p> <p><u>Technical Specifications:</u></p> <p>I. Availability: December 4, 2019</p> <p>II. Location: Within La Union</p> <p>III. Conference Room/ Function Hall:</p> <p>1. Function rooms to comfortably house 100 pax</p> <p>2. Function room set-up a day before the event</p> <p>3. Room set-up: Round table or classroom or conference <u>with flower arrangements and decorations</u></p> <p>4. No posts/ columns/ pillars that will obstruct the line of sight of participants</p> <p>5. Must provide audio-video equipment such as LCD Projector, flat screen or projector screen, sound system, with at least three (3) Microphones</p> <p>IV. Venue/ Hotel:</p> <p>1. Room Arrangement:</p> <p style="padding-left: 20px;">a. Four (4) air-conditioned quad-sharing rooms good for 16 pax</p> <p style="padding-left: 20px;">b. Four (4) air-conditioned single rooms good for four (4) pax</p> <p>2. Inclusive Date/s:</p> <p style="padding-left: 20px;">c. Check-in: December 4, 2019</p> <p style="padding-left: 20px;">d. Check-out Date: December 5, 2019</p> <p>3. Room rates must include <u>complimentary breakfast</u></p> <p>V. Meals/ Restaurant Services:</p> <p>1. December 4, 2019</p> <p style="padding-left: 20px;">a. Lunch</p> <p style="padding-left: 40px;">i. Menu: Choice of vegetable, beef/pork, fish/chicken, with soup and dessert, one beverage</p> <p style="padding-left: 40px;">ii. Serving Arrangement: Plated</p> <p style="padding-left: 40px;">iii. No. of Pax: 20</p> <p style="padding-left: 20px;">b. PM Snack:</p> <p style="padding-left: 40px;">i. Menu: Choice of pasta, noodles, pastry with one beverage</p> <p style="padding-left: 40px;">ii. Serving Arrangement: Plated</p>	1 Lot		

<ul style="list-style-type: none"> iii. No. of Pax: 100 c. Dinner: <ul style="list-style-type: none"> i. Menu: Choice of vegetable, beef/pork, fish/chicken, with soup and dessert, one beverage ii. Serving Arrangement: Managed buffet iii. No. of Pax: 100 d. Free-flowing brewed coffee and tea during the duration of activity at the function hall 2. December 5, 2019 <ul style="list-style-type: none"> a. Complimentary breakfast good for 20 pax <p>VI. Other Requirements:</p> <ul style="list-style-type: none"> 1. Hotel must be located in/ within La Union 2. Must be at least a 3-star hotel classified by Philippine Tourism Authority (PTA), Department of Trade and Industry (DTI) or Department of Tourism (DOT) 3. Must be in business for at least two (2) years 4. Must have provisions for the elderly, Persons' with Disabilities (PWDs), pregnant women and children 5. Must provide free parking space for 10 vehicles of secretaries/ participants 6. Must have hot and cold water line/water heater 7. Must replenish toiletries and towels everyday <p>VII. Payment: Must accept <u>SEND BILL</u> policy as payment for services</p>			
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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 : _____