

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Regional Office 3, Diosdado Macapagal Government Center, Maimpis,
City of San Fernando, Pampanga

REQUEST FOR QUOTATION (RFQ) No. OCDRO III - 2020 - 02 - 002

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 or 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/Meals for RDRRMC3 1 st Quarter Full Council Meeting
Location	: Preferably within City of San Fernando, Pampanga
Date of Event	: 19 March 2020
Number of Participants	: 100 Pax
Brief Description	: Lease of Hotel/Venue/Meals for Participants/Attendees and Secretariat
Terms of Payment	: Hotel/Venue must accept a SEND BILL POLICY in the payment of services.
ABC (Approved Budget for the Contract)	: Php90,000.00
Fund Source	: OCDRO III APB CY 2020-DRRM

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 not later than **9:00 A.M. on February 19, 2020**, at the Office of Civil Defense Regional Office 3, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga. Submit your **SEALED QUOTATION (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat** at telephone nos. **(045) 455-1526 / +639234161559** or email address at **ocdregion3.procurement@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 application for renewal with corresponding receipt)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return ***(For Above Php. 500,000.00)***

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 MARIA THERESA R ESCOLANO, MNSA
Acting Regional Director, OCD RO III

ANNEX "A"
Technical Specifications

Provision of Hotel/Venue/Meals for RDRRMC3 1st Quarter Full Council 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/Meals for the conduct of: Name of Event: RDRRMC3 1st Quarter Full Council Meeting Location: Preferably within City of San Fernando, Pampanga Date/Time: 19 March 2020</p> <table border="1" style="width: 100%;"> <thead> <tr> <th align="center" colspan="5">CONFERENCE ROOM/ FUNCTION HALL</th> </tr> </thead> <tbody> <tr> <td colspan="5"> <ul style="list-style-type: none"> • Air-conditioned Function room to comfortably house 100 pax • Function room set up a day before event • Room set-up type: U-Shape • No posts/columns that will obstruct the line of sight of participants • Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) microphones • Whiteboard with markers and erasers </td> </tr> <tr> <th align="center" colspan="5">MEALS/ RESTAURANT SERVICES</th> </tr> <tr> <th align="center">No. of Pax</th> <th align="center">Meal / Snack</th> <th align="center">Serving Arrangement</th> <th align="center">Inclusive Date</th> <th align="center">Menu</th> </tr> <tr> <td align="center">100</td> <td align="center">AM Snacks</td> <td align="center">Plated</td> <td align="center">19 March 2020</td> <td align="center">Choice of pasta, noodles, pastry with one beverage</td> </tr> <tr> <td align="center">100</td> <td align="center">Lunch</td> <td align="center">Managed buffet</td> <td align="center">19 March 2020</td> <td align="center">Two main course (Choice of pork, chicken, fish or beef), with side dish and dessert, one beverage</td> </tr> <tr> <td align="center">100</td> <td align="center">PM Snacks</td> <td align="center">Plated</td> <td align="center">19 March 2020</td> <td align="center">Choice of pasta, noodles, pastry with one beverage</td> </tr> </tbody> </table> <p><i>*Free-flowing coffee/tea during the duration of activity at the function hall</i></p>	CONFERENCE ROOM/ FUNCTION HALL					<ul style="list-style-type: none"> • Air-conditioned Function room to comfortably house 100 pax • Function room set up a day before event • Room set-up type: U-Shape • No posts/columns that will obstruct the line of sight of participants • Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) microphones • Whiteboard with markers and erasers 					MEALS/ RESTAURANT SERVICES					No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	100	AM Snacks	Plated	19 March 2020	Choice of pasta, noodles, pastry with one beverage	100	Lunch	Managed buffet	19 March 2020	Two main course (Choice of pork, chicken, fish or beef), with side dish and dessert, one beverage	100	PM Snacks	Plated	19 March 2020	Choice of pasta, noodles, pastry with one beverage	
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II.	<p>Other Requirements:</p> <ul style="list-style-type: none"> • Hotel/Venue must be located within City of San Fernando, Pampanga • Must have standby generator set for guaranteed power supply • Must have adequate security service 24/7 • Must provide backdrop and welcome streamers/lobby posting • Must be in business for at least two (2) years • Must have provisions for the elderly, PWDs, pregnant women and children • Must provide at least 20 guaranteed free parking space for participants/facilitators • 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/venue • Hotel/Venue must allow flexibility on dietary requirements of guests with special meal requirements 																																				
III.	<p>Payment: Must accept Send Bill Policy as payment for services</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 RO III
Diosdado Macapagal Government Center, Mairapis, City of San Fernando, Pampanga.

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	Cost per pax	Total Price
Provision of Hotel/Venue/Meals for the conduct of RDRRMC3 1st Quarter Full Council Meeting	1 Lot	PHP	PHP
TOTAL PRICE		PHP	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 seven (7) calendar days from receipt of Contract.
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 : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Date : _____