



Republic of the Philippines  
**DEPARTMENT OF NATIONAL DEFENSE**  
**OFFICE OF CIVIL DEFENSE IV-A**  
#175, 2nd Floor, CPDC Bldg, Brgy Paciano Rizal, Calamba City

Date: February 20, 2020  
PR Ref No.: 2020-02-63  
Quotation No.: 2020-02-12

Company Name	
Address	
Tel. No/ Fax No.	
Business Permit No.	
TIN No.	
PhilGEPS Cert. #	
Vatable/Non Vatable (please indicate)	

**REQUEST FOR QUOTATION OF PRICES**

**Gentlemen:**

The Office of Civil Defense IV-A, 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 request submission of a price quotation for the subject below:

<b>Name of Project</b>	<b>Lot 1: LEASE OF ACCOMMODATION DURING THE TAAL VOLCANO ERUPTION TWO (2) DAYS iPOST DISASTER NEEDS ASSESSEMENT ENCODING &amp; FINALIZATION OF REPORT</b> <b>Lot 2: LEASE OF ACCOMMODATION DURING THE REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (RDRRMC) IV-A MEETING &amp; BAKAS PARANGAL</b>
<b>Location</b>	Within Batangas City
<b>Event Date</b>	<b>Lot 1: February 26-27, 2020</b> <b>Lot 2: February 28, 2020</b>
<b>Number of participants/guests</b>	<b>Lot 1: 100 pax</b> <b>Lot 2: 100 pax</b>
<b>Brief Description</b>	<b>LEASE OF ACCOMMODATION DURING THE TAAL VOLCANO ERUPTION TWO (2) DAYS iPOST DISASTER NEEDS ASSESSEMENT ENCODING &amp; FINALIZATION OF REPORT ON FEBRUARY 26-27, 2020 AND REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (RDRRMC) IV-A MEETING &amp; BAKAS PARANGAL ON FEBRUARY 28, 2020 FOR 100 PAX</b>
<b>Terms of Payment</b>	Fifteen (15) working days of processing and must accept a send bill policy in the payment of services
<b>ABC (Approved Budget of the Contract)</b>	<b>Lot 1: 160,000.00 Php</b> <b>Lot 2: 80,000.00 Php</b>
<b>Fund Source</b>	<b>OCD IV-A QUICK RESPONSE FUND</b>

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specification and other terms and conditions stated herein.

Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under prescribed form) non-submission shall be disqualified. Submission of quotation, in person or through e-mail is not later than **8:00 AM on 25 February 2020**, at the **2<sup>nd</sup> Floor, CPDC Building, Brgy. Paciano Rizal, Calamba City** or through [ocd.rdrmmc4a@yahoo.com](mailto:ocd.rdrmmc4a@yahoo.com). Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at cellphone nos. **0917-125-7488/ 0908-889-**

8948 or e-mail us at [ocd.rdrmc4a@yahoo.com](mailto:ocd.rdrmc4a@yahoo.com). **Used of forms other than the attached OCD prescribed format is not acceptable.**

**General Conditions:**

1. All bids higher than ABC shall automatically be disqualified.
2. Proponent must submit the following documents;
  - a. Valid and current Mayor's Permit/Business Permit
  - b. PHILGEPS Registration
  - c. Latest Income and Business Tax Returns. (for ABC above 500,000.00Php)
  - d. SEC/DTI Registration
  - e. Omnibus Sworn Statement (for ABC above 500,000.00Php)
3. All prices to be denominated in Philippine Peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60) days from the date of receipt of quotation and shall be binding upon the supplier within said period.
4. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialled by the proponent or his/her duly authorized representative(s).
5. 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.

OCD IV-A reserves the right to accept or reject any or all bid, waive any defect of informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project. Furthermore, the OCD IV-A assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid or guarantees that an award will be made.

  
**DIR OLIVIA M LUCES**  
Regional Director

**Received by:**

\_\_\_\_\_  
Signature above printed name

\_\_\_\_\_  
Date and time of receipt

***\*Kindly fill in and send back this letter to sender to acknowledge receipt***

**ANNEX "A"**  
**Technical Specifications**

**LEASE OF ACCOMMODATION**

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

**Legend:** \* MANDATORY REQUIREMENTS. Failure to comply with any mandatory requirements will disqualify your quotation.

ITEM No.	Specification	Statement of Compliance
I.	<b>Event Date:</b> <b>Lot 1: February 26-27, 2020*</b> <b>Lot 2: February 28, 2020*</b>	
II.	<b>Location and Site Condition</b> -Within Batangas City -Available Parking Space	
III.	<b>Neighborhood Data:</b>	
	1. Proper waste management system such as regular garbage collection and within Sanitary Permit from approximate authority	
	2. Proximity to police and fire stations	
	3. Proximity to a hospital	
IV.	<b>Venue</b>	
	1. <b>Structural Condition:</b> <ul style="list-style-type: none"> <li>• The foundation is made of concrete and structural steel materials or combination of both.</li> <li>• Compliant with the standards provided by the Building Code of the Philippines</li> </ul>	
	2. <b>Functionality</b> <p>a. <b>Room arrangement</b></p> <p><b>Lot 1: Can accommodate at least 100 participants/guests; <u>25 Quadruple sharing rooms*</u></b></p> <ul style="list-style-type: none"> <li>- <b>Check- in date February 26, 2020; check-out date: February 28, 2020</b></li> <li>- <b>With breakfast</b></li> </ul> <p><b>Lot 2: Can accommodate at least 100 participants/guests; <u>25 Quadruple sharing rooms*</u></b></p> <ul style="list-style-type: none"> <li>- <b>Check- in date February 28, 2020; check-out date: February 29, 2020</b></li> <li>- <b>With breakfast</b></li> </ul> <ul style="list-style-type: none"> <li>• Daily housekeeping services</li> <li>• Must have high speed internet connection</li> <li>• Must have bottled drinking water inside the rooms</li> <li>• With proper and adequate light and ventilated rooms</li> </ul>	
	3. <b>Facilities</b> <ul style="list-style-type: none"> <li>a. Continuous water supply and accessible comfort room</li> <li>b. Proper and adequate light and ventilation</li> <li>c. Accessible emergency exit</li> <li>d. Functional fire alarm and standby fire extinguisher and automatic sprinkler</li> <li>e. Available telephone and/or internet connection within the premises of the building</li> <li>f. Adequate Security service 24/7</li> <li>g. Standby generator set – for guaranteed power supply during the entire stay</li> <li>h. Free use of extension cords</li> <li>i. <b><u>must accept send bill policy in the payment of services*</u></b></li> </ul>	
V.	<b>With clients Very Satisfactory Rating</b>	

I hereby commit to comply with all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**ANNEX "B"**  
Price Quotation Form

Date: \_\_\_\_\_

**DIR OLIVIA M LUCES**

Regional Director  
Office of Civil Defense IV-A  
#175 CPDC Bldg., Brgy Paciano Rizal  
Calamba City, Laguna

Ma'am:

1. After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our financial proposal for the items identified below:

Item	Item & Description	Qty	Unit	Cost per participant	Total Price
	<b>LEASE OF ACCOMMODATION DURING THE TAAL VOLCANO ERUPTION TWO (2) DAYS iPOST DISASTER NEEDS ASSESSEMENT ENCODING &amp; FINALIZATION OF REPORT ON FEBRUARY 26-27, 2020 AND REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (RDRRMC) IV-A MEETING &amp; BAKAS PARANGAL ON FEBRUARY 28, 2020 FOR 100 PAX</b>	100	Pax		
	<b>Lot 1:</b> Can accommodate at least 100 participants/guests; <u>25 Quadruple sharing rooms*</u> - Check- in date February 26, 2020; check-out date: February 28, 2020 - With breakfast	100	pax		
	<b>Lot 2:</b> Can accommodate at least 100 participants/guests; <u>25 Quadruple sharing rooms*</u> - Check- in date February 28, 2020; check-out date: February 29, 2020 - With breakfast				
<b>Total Amount</b>					

Total 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 (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 of 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.

Very truly yours,

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

\_\_\_\_\_/\_\_\_\_\_  
Office Telephone No. / Mobile No.

\_\_\_\_\_  
Email address/es