



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: December 6, 2019
PR Ref No.: 2019-12- 426
Quotation No.: 2019-12-06

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 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	LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION DURING THE CLOSED OUT MEETING, ASSESSMENT, AND EVALUATION WORKSHOP
Location	Within Laguna
Event Date	December 12-13, 2019
Number of participants/guests	150 pax
Brief Description	Lease of Venue including Meals and Accommodation for 150 pax during the conduct of Closed-out Meeting, Assessment, and Evaluation Workshop on December 12-13, 2019
Terms of Payment	Fifteen (15) working days of processing and must accept a send bill policy in the payment of services
ABC (Approved Budget of the Contract)	Php 596,000.00
Fund Source	OCD IV-A Regular Fund

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 **03:00 PM on 11 December 2019**, at the **2nd Floor, CPDC Building, Brgy. Paciano Rizal, Calamba City** or through ocd.rdrmc4a@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. **Used of forms other that 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 VENUE INCLUDING MEALS DURING THE CONDUCT OF FINALIZATION OF CONTINGENCY PLAN (CP) FOR HUMAN INDUCED HAZARDS (BOMBING) AND OTHER CP FOR DIFFERENT HAZARDS

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.	Event Date: December 12-13, 2019*	
II.	Location and Site Condition -Within Laguna -Available Parking Space	
III.	Neighborhood Data:	
	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.	Venue	
	1. Structural Condition: <ul style="list-style-type: none"> • The foundation is made of concrete and structural steel materials or combination of both. • Compliant with the standards provided by the Building Code of the Philippines 	
	2. Functionality <ol style="list-style-type: none"> a. Function Hall <ul style="list-style-type: none"> • Use of one (1) Function Hall that can accommodate one hundred fifty (150) participants: 8AM December 12, 2019 to 3:00PM December 13, 2019* • Function Hall must not contain pillars at the center • Must have high speed internet connection b. Room arrangement <ul style="list-style-type: none"> • Can accommodate at least 150 participants/guests; <ul style="list-style-type: none"> - check- in date December 12, 2019;* - check-out date: December 13, 2019* • Daily housekeeping services • Must have high speed internet connection • Must have bottled drinking water inside the rooms • With proper and adequate light and ventilated rooms 	
	3. Facilities <ol style="list-style-type: none"> a. Continuous water supply and accessible comfort room b. Proper and adequate light and ventilation c. Accessible emergency exit d. Functional fire alarm and standby fire extinguisher and automatic sprinkler e. Available telephone and/or internet connection within the premises of the building f. Audible/operational sound system g. With LCD Projector and wide Screen h. Adequate Security service 24/7 i. Standby generator set – for guaranteed power supply during the entire stay j. Provision of one (1) tarpaulin backdrop and one (1) welcome streamers/lobby posters k. Free use of extension cords l. With hot spring pool* m. <u>must accept send bill policy in the payment of services</u> 	
V.	Catering Services Meals for 150 pax* December 12, 2019: am snacks, lunch, pm snacks, and dinner	

	<p>December 13, 2019: breakfast, am snacks, lunch and pm snacks</p> <p>Inclusions:*</p> <ul style="list-style-type: none"> • Free flowing coffee • Availability of water dispenser hot and cold • One juice for every meals and snacks • Table set up 	
VI.	With clients Very Satisfactory Rating	

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
1	LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION DURING THE CLOSED OUT MEETING, ASSESSMENT, AND EVALUATION WORKSHOP <ul style="list-style-type: none">• Event date: December 12-13, 2019• Location: Within Laguna• Number of participants: 150• With function room• Room accommodation: can accommodate 150pax• Meals for 150 participants/guests:<ul style="list-style-type: none">➤ December 12, 2019: am snacks, lunch, pm snacks, and dinner➤ December 13, 2019: breakfast, am snacks, lunch and pm snacks	150	pax		
Total Amount					

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