

Republic of the Philippines  
 Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
 PEO Compound, Kumintang Ilaya, Batangas City

**REQUEST FOR QUOTATION No, 2020-IVB-001**  
**(Section 53.10 of RA 9184, Lease of Venue)**

**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**PHILGEPS Registration No.:** \_\_\_\_\_

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee will undertake an Alternative Method of Procurement through Negotiated Procurement in accordance with **Section 53.10 (Lease of Venue) of the Revised Implementing Rules and Regulations of RA 9184.**

The OCD-MIMAROPA, hereinafter referred as “The Purchaser” now requests submission of price quotation for the hereunder project:

Name of Project	:	Provision of Venue Rental, Meals and Accommodation Services for the Conduct of Regional Gawad Kalasag (GK) Desk Evaluation for Region MIMAROPA.
Location	:	Within the vicinity of Manila or Quezon City
Delivery Schedule	:	- April 6 – 9, 2020 (live-in package) for the Conduct of Regional GK Desk Evaluation
Approved Budget for the Contract (ABC)	:	Php108,000.00
Brief Description	:	Procurement of Lease of Venue with Meals on March 12, 2020 for Participants, Resource Speakers and Secretariat for the conduct of Regional GK Orientation Meeting and Desk Evaluation
Terms of Payment	:	<b><u>Send bill Policy</u></b> - Upon completion of each activity, payment shall be made through Land Bank’s Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor’s account. Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Evaluation Criteria	:	<b><u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u></b>
Fund Source	:	DRRM Funds of OCD-MIMAROPA under APB CY 2020

**Award of contract** shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed “ **Annex A, Technical Specifications & Annex B, Price Quotation Form (PQF)**”, (under prescribed form), **non submission of same in prescribed format shall automatically disqualified**, not later than **1:30 p.m. January 30, 2020** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hard copy or through email at [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). For clarifications, you may contact Ms. Minerva R. Alcaraz at telephone no/s (043) 723-4248 or email at [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). Use of forms other than OCD prescribed form shall not be acceptable.

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

- Platinum PHILGEPS Registration only with valid and current annexes
- - While for Red Membership:
  1. Valid and current Mayor's Permit/Business Permit
  2. PHILGEPS Registration No.
  3. Latest Income and Business Tax Return

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.



**RICHARD T. CARANDANG**  
Chairman, Bids and Awards Committee

**ANNEX “A”**

**TECHNICAL SPECIFICATIONS (minimum requirements)**

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

Item No.	Item Description	Statement of Compliance
I.	<b>Availability (To be confirmed within 5 days before the event)</b>	
	a.) Conduct of Regional GK Desk Evaluation for 20 participant, guests and secretariat (live-in package) - <b>06 April 2020 (Check-in)</b> - <b>09 April 2020 (Check-out)</b>	
II.	<b>Location and Site Condition</b>	
	1. Within the vicinity of Manila or Quezon City 2. Free parking space within or near venue 3. With access to main roads and national highways	
III.	<b>Neighborhood Data</b>	
	1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority 2. Proximity to police and fire stations and hospital 3. Proximity to Banks, Postal and Telecommunications service provider	
IV.	<b>Venue</b>	
	1. Structural condition: the foundation is made of concrete and structural steel materials or combination of both	
V.	<b>Functionality of Function Room</b>	
	<b>April 6-9, 2020 – Live-in Package</b> 1. Available one (1) Function Room 2. Classroom set-up for guaranteed of 20 pax 3. Room must not have pillars. If any, pillars must not obstruct participants’ view of stage and projector screen/s 4. Amenities include: - Secretariat’s Table - At least two (2) microphone units (preferably wireless) and extension cords, - LCD Projector with table and Projector Screen - Podium - Philippine Flag and pole - Whiteboards, - Free and steady Wi-Fi connection in the Function Room/s - Waived electricity charges for use of laptops and projector - Area should accommodate a guaranteed 20 pax	
V.	<b>Room Arrangement</b>	
	1. Can accommodate at least 20 pax 2. No. of Rooms: twin sharing with separate beds for at least 20 pax • April 6, 2020 (Check-in) • April 9, 2020 (Check-out) 3. Must have free internet connection in the hotel premises and, 4. Must have BOTTLED drinking water inside the rooms 5. With Free Breakfast	
VI.	<b>Facilities</b>	
	1. Continuous water supply and accessible comfort room 2. Compliance with the standards provided in the National Building Code of the Philippines 3. At least one (1) Operational Elevator available 24/7, if applicable 4. Accessible emergency exits and alarm, standby fire extinguisher and automatic sprinkler 5. Available Telephone and/or Internet Connection within the premises of the building 6. Audible/Operational Sound System	

VI.	<b>Other Requirements</b>		
	<ol style="list-style-type: none"> <li>1. Provision of technical, janitorial and maintenance services</li> <li>2. Ambience promotes learning</li> <li>3. Adequate security service (24/7)</li> </ol>		
VII.	<b>Catering Services</b>		
	<ol style="list-style-type: none"> <li>1. Location must be inside the Function Room or outside but near the Function Room</li> <li>2. Meals for a guaranteed of 20 participants</li> </ol>		
	April 6, 2020 (Check-in: 12NN) – for Live-in Package - One (1) Buffet Dinner for 20 pax		
	April 7-8, 2020 – for Live-in Package - One (1) Plated AM Snack for each participant - One (1) Plated PM Snack for each participant - One (1) Assisted Buffet Lunch - One (1) Assisted Buffet Dinner		
	April 9, 2020 (Check-out) – for Live-in Package - One (1) Plated AM Snacks for each participant - One (1) Assisted Buffet Lunch - One (1) Plated PM Snacks for each participant		
	<ol style="list-style-type: none"> <li>3. Meal Requirement – Base on Hotel Menu               <ol style="list-style-type: none"> <li>a. Assisted Buffet Lunch and Dinner composed of the following:                   <ul style="list-style-type: none"> <li>• Salad or Soup</li> <li>• Main Course consisting of:                       <ul style="list-style-type: none"> <li>- At least one (1) variant of meat;</li> <li>- At least one (1) variant of fish</li> <li>- At least one (1) variant of vegetables</li> <li>- Rice</li> <li>- Dessert</li> </ul> </li> </ul> </li> <li>b. Drinks composed of the following:                   <ul style="list-style-type: none"> <li>• At least one (1) round of iced tea or juice for every meal and every snack</li> <li>• Provision of free-flowing coffee and/or tea (no additional charge)</li> </ul> </li> </ol> </li> </ol>		
VIII	<b>Terms of Payment</b>	Hotel must accept a Send Bill Policy in the payment of services	
IX.		Hotel must be in business for a minimum of two (2) years	
X.	<b>Client's Satisfactory Rating</b>	Very satisfactory with at least 90% Rating	

I hereby certify to comply and deliver all the above requirements.

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

Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_

Complete Name : \_\_\_\_\_

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

**ANNEX "B"**

**PRICE QUOTATION**

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

**The COMMITTEE ON CANVASS AND AWARDS**  
 OFFICE OF CIVIL DEFENSE-MIMAROPA  
 PEO Compound, Kumintang Ilaya  
 Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Item No.	Article and Description	Quantity/ Unit Measure	Total Approved Budget for the Contract	Offered Quotation	
				Unit Price	Total Price
1.	Provision of Venue Rental, Meals and Accommodation Services for the Conduct of Regional GK Orientation and GK Desk Evaluation for Region MIMAROPA:	1 lot	126,000.00		
	<p><b><u>06-09 April 2020 (live-in package)</u></b></p> <ul style="list-style-type: none"> <li>- Please fill in your Offered Rate (Php)                             <ul style="list-style-type: none"> <li>• Function Room: good for 20 pax</li> </ul> </li> </ul> <p align="center">_____</p> <p align="center">(Name of Function Room)</p> <ul style="list-style-type: none"> <li>• Meals – AM Snacks for 20 pax</li> <li>• Meals – PM Snacks for 20 pax</li> <li>• Meals – Buffet Lunch for 20 pax</li> <li>• Meals – Buffet Dinner for 20 pax</li> </ul> <p><b><u>Room Requirement:</u></b></p> <p>06 April 2020 – Check-in                      09 April 2020 – Check-out</p> <ul style="list-style-type: none"> <li>- Please fill in your Offered Rate Per Room Per Day/Night (Php)</li> <li>• Room Type: Twin/Triple Sharing with separate beds inclusive of breakfast (3 nights/3 days)</li> </ul>				

**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 \_\_\_\_\_ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
3. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for 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 : \_\_\_\_\_

Telephone & Mobile No.: \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

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